



"The City with a Heart"

Rico Medina, Mayor
Linda Mason, Vice Mayor
Tom Hamilton, Councilmember
Marty Medina, Councilmember
Michael Salazar, Councilmember

AB361 CORONAVIRUS COVID-19

On September 16, 2021, the Governor of California signed AB361 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the CDC's social distancing guidelines which discourage large public gatherings, the San Bruno City Council meetings are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda or watch by livestream at www.youtube.com/user/cityofsanbruno. CityNet Services Channel 1 will air the meeting live and the recorded meeting will be made available for viewing on the City's YouTube channel after the meeting has concluded.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email mthurman@sanbruno.ca.gov. Emails received before the special or regular meeting start time will be forwarded to the City Council, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the City Council and filed with the agenda packet becoming part of the public record for that meeting. Emails received will not be read aloud during the meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Melissa Thurman, City Clerk 48 hours prior to the meeting at (650) 619-7070 or by email at mthurman@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA SAN BRUNO CITY COUNCIL February 8, 2022 7:00 PM

Zoom Meeting Details

<https://sanbruno-ca-gov.zoom.us/j/85951434903?pwd=MIRpWHJiS09RQkhVYU1tdUpGOTB1Zz09>

Webinar or Meeting ID: 859 5143 4903 (audio only)

Participant ID: #

Webinar or Meeting Password: 113421

Zoom Phone Line: 1-669-900-9128 (same webinar ID and password as above)

City Council meetings are conducted in accordance with Roberts Rules of Order. All regular Council meetings are recorded and televised on CityNet Services Channel 1 and replayed the following Thursday, at 2:00 pm.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

Individuals allowed three minutes. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendaized pursuant to State Law.

5. **ANNOUNCEMENTS/PRESENTATIONS**

- a. Recognition of February as Black History Month
- b. Recognition of Lunar New Year 2022 – The Year of the Tiger

6. **CONSENT CALENDAR**

All items are considered routine or implement an earlier Council action and may be enacted by one motion; there will be no separate discussion, unless requested.

- a. Approve Accounts Payable for January 24 and January 31, 2022
- b. Accept Payroll for January 16, 2022
- c. Approve Investment Report and Reconciliation of General Ledger to Bank Report dated December 31, 2021
- d. Approval the Draft Special and Regular Meeting Minutes for the Meetings of January 25, January 31 and February 2, 2022.
- e. Receive Written Update on the City's Response Efforts to COVID-19
- f. Adopt Resolution Approving and Finalizing the Draft City Council Policies and Procedures
- g. Adopt Resolution Appropriating \$50,000 from the Restricted Revenues Fund, City Art Fund Fees in Support of the Construction of a Tanforan Assembly Center Memorial at the San Bruno BART Station
- h. Adopt Resolution Approving Amendment to the FY 2021-22 Capital Improvements Program to Include the Regulated Output Streetlight Replacement Project and Appropriating \$500,000 from the General Fund Capital Reserve
- i. Adopt Resolution to:
 - 1. Authorize the City Manager to Execute a General Service Agreement with State Roofing Systems, Inc. for the Library Roof Replacement in the Amount of \$193,380, Approving a Contingency of \$19,338, and Approving a Total Budget in the Amount of \$212,718;
 - 2. Authorize The City Manager to Execute a General Services Agreement with Matrix HG, Inc. for the Library HVAC Installation Project in the Amount of \$199,917, Approving a Contingency of \$19,991, and Approving a Total Budget in the Amount of \$219,908; and
 - 3. Appropriating \$83,626 from the General Fund Capital Reserve Fund Balance

to the Library Facility Improvement CIP Project, And Approving a Total Project Budget in the Amount of \$432,626

- j. Adopt Resolution of the City Council of the City of San Bruno Acknowledging Receipt of a Report Made by the Fire Chief of the San Bruno Fire Department Regarding the Inspection of Certain Occupancies Required to Have Annual Inspections Performed Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code

7. STUDY SESSION

- a. Receive Report and Provide Direction Regarding Proposed Amendments to Public Noticing Procedures for Development Projects

8. CONDUCT OF BUSINESS

- a. Adopt the Following Resolutions Relating to the City of San Bruno Recreation and Aquatic Center Project:
 - Approving a Project Budget Increase of \$560,000 to Adjust the Total Project Budget from \$59,980,228 to \$60,540,228;
 - Authorizing the City Manager to appropriate an additional \$346,000 from the Water Fund to fund Water related work and contingency for the project;
 - Authorizing the City Manager to appropriate an additional \$104,000 from the Sewer Fund to fund the Sewer related work and contingency for the project;
 - Authorize the City Manager to appropriate an additional \$110,000 of Park In-Lieu Funding to fund the additional permanent sidewalk improvement for the project;
 - Appropriating Project Budget for the Following Agreements:
 - Good City to Provide Planning and Permit Compliance Services in an Amount Not to Exceed \$150,000;
 - Audrey V. Jones-Taylor to Provide Project Management and Business Plan Services in an Amount Not to Exceed \$127,500;
 - In addition, Authorizing the City Manager to Amend Various Agreements:
 - Group 4 Architects to Provide Design Support through the Construction Phase in the Amount of \$746,062 for a Total Agreement Amount Not to Exceed \$6,585,350;
 - Griffin Structures Inc., to Provide Construction Management Services in the Amount of \$350,000 for a Total Agreement Amount Not to Exceed \$1,279,000;
 - CPM Associates Inc., to Provide Project Management and Construction Coordination Support in the Amount of \$860,250 for a Total Agreement Amount Not to Exceed \$935,250; and
 - Authorizing Utilization of \$1,039,456 of Construction Contingency to Fund the

Project Soft Costs

9. **COMMENTS FROM COUNCIL MEMBERS**

a. **Tom Hamilton:**

Update from Downtown Improvement Committee on progress and upcoming events

10. **ADJOURNMENT** – The next Regular City Council Meeting will be held on February 22 2022 at 7:00 PM.



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: January 24, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

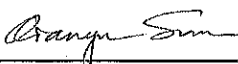
PREPARED BY: Qianyu Sun, Finance Director
Kathleen O'Malley, Accounting & Customer Service Representative

SUBJECT: Accounts Payable Warrant Register

This is to certify that the claims listed on pages 1 to 2 inclusive, and/or claims numbered from 195986 through 196060 inclusive, totaling \$766,375.57 have been checked in detail and approved by the proper officials, and in my opinion, represent fair and just charges against the City in accordance with their respective amounts. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$23,206.65
006	American Rescue Plan Act	\$3,764.70
122	Solid Waste/Recycle	\$223.04
132	Agency on Aging	\$524.47
137	Developer Project Contributions	\$12,625.00
201	Parks and Facilities Capital	\$559,213.75
203	Street Improvement Projects	\$4,170.00
207	Technology Capital	\$1,500.00
611	Water Fund	63,549.93
631	Wastewater Fund	584.22
641	CityNet Services Fund	43,726.14
701	Central Garage	5,714.08
702	Facility Maintenance Fund	8,598.66
707	Technology Development	7,465.24
711	Self-Insurance	31,509.69
TOTAL FOR APPROVAL		\$766,375.57

Respectfully submitted,


Finance Director

1/24/2022
Date

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0096852 ABAG PLAN CORPORATION	195986	1/24/2022	31,509.69
0000163 AIRPORT AUTO PARTS INC.	195987	1/24/2022	2,342.45
0096700 ANDY'S WHEELS & TIRES	195988	1/24/2022	1,709.20
0104899 ASSOCIATE PARTNERS	195989	1/24/2022	85.00
0016123 AT&T	195990	1/24/2022	1,740.85
0017191 AT&T	195991	1/24/2022	59.11
0018363 AT&T LONG DISTANCE	195992	1/24/2022	33.09
0109646 BIO CAR CARE	195993	1/24/2022	250.00
0001888 CALIFORNIA CABLE & TELECOMMUNICATIONS ASSI	196050	1/24/2022	775.22
0102989 CALIFORNIA DIESEL & POWER	195994	1/24/2022	12,132.69
0106676 CBS SPORTS NETWORK	195995	1/24/2022	3,787.20
0016324 CINTAS CORPORATION #464	195996	1/24/2022	41.08
0000227 CITY OF SAN BRUNO	195997	1/24/2022	4,338.15
0109046 D.R. HORTON	195999	1/24/2022	1,050.00
0109577 DIRECTWORX	196000	1/24/2022	9,102.47
0000430 DKS ASSOCIATES	196001	1/24/2022	4,170.00
0001646 ECOLAB INC.	196002	1/24/2022	154.97
0110079 ELEVATE ENVIRONMENTAL CONSULTANTS	196004	1/24/2022	2,000.00
0109263 ENCOMPASS SUPPLY CO.	196003	1/24/2022	408.43
0018899 EOA INC.	196005	1/24/2022	2,316.41
0013683 F. FERRANDO & CO.	196006	1/24/2022	9,293.00
0017227 FAILSAFE TESTING, LLC	196007	1/24/2022	2,463.10
0106234 FASTRAK INVOICE PROCESSING DEPT.	196016	1/24/2022	6.00
0109776 FRESH LINE PRODUCE	196009	1/24/2022	369.50
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	196054	1/24/2022	364.97
0096311 GOL TV, INC.	196010	1/24/2022	190.32
0016969 GOLDEN IDEAS	196011	1/24/2022	274.05
0095966 GREAT AMERICA FINANCIAL SVC.	196012	1/24/2022	593.20
0017900 GREAT LAKES DATA SYSTEMS INC	196013	1/24/2022	2,300.00
0018838 INFOSEND, INC.	196014	1/24/2022	5,322.65
0018261 INTL MEDIA DISTRIBUTION, LLC	196015	1/24/2022	1,016.75
0110076 JANE STAHL	196048	1/24/2022	415.00
0108549 JEANETTE M FEINBERG	196008	1/24/2022	279.00
0016347 JEFFREY MADONICH	196026	1/24/2022	2,931.50
0096379 KAREN OJAKIAN	196032	1/24/2022	52.65
0017661 KATHY M SCHMIDT	196041	1/24/2022	341.10
0000132 KELLY-MOORE PAINT CO INC.	196017	1/24/2022	110.99
0109870 KIMBALL MIDWEST	196018	1/24/2022	223.94
0109565 LAND LOGISTICS, INC.	196019	1/24/2022	297.50
0109771 LATHROP CONSTRUCTION ASSOCIATES, INC.	195998	1/24/2022	531,253.06
0103799 LDVALI LLC	196021	1/24/2022	338.40
0017570 LEHR AUTO ELECTRIC	196022	1/24/2022	1,247.53
0109978 LINDE GAS & EQUIPMENT INC.	196023	1/24/2022	171.46
0017026 LYNX TECHNOLOGIES, INC.	196025	1/24/2022	3,750.00
0106236 MAZE & ASSOCIATES	196027	1/24/2022	4,890.00
0103657 MBC AMERICA	196028	1/24/2022	126.66
0103301 NHL NETWORK US, LP	196029	1/24/2022	3,953.74
0109283 ODYSSEY POWER CORPORATION	196030	1/24/2022	10,625.02
0092263 OFFICE DEPOT INC	196031	1/24/2022	79.59
0109129 OMEGA INDUSTRIAL SUPPLY, INC.	196033	1/24/2022	1,478.60
0097567 ONE HOUR DRY CLEANING	196034	1/24/2022	175.75
0000012 PACIFIC GAS & ELECTRIC	196035	1/24/2022	67,489.46
0000101 PACIFIC NURSERIES	196036	1/24/2022	254.30

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0106829 PACIFIC OFFICE AUTOMATION INC.	196037	1/24/2022	283.48
0000294 PITNEY BOWES	196038	1/24/2022	2,593.30
0098436 PROFESSIONAL LAND SERVICES	196039	1/24/2022	4,140.00
0000022 ROBERT LOUIE	196024	1/24/2022	363.35
0018070 RON LAVEZZO	196020	1/24/2022	120.00
0108539 ROSALIE L. STEINWAY	196049	1/24/2022	90.00
0017145 SAN MATEO LAWN MOWER SHOP	196040	1/24/2022	1,259.58
0108537 SCOTT TONG	196053	1/24/2022	64.80
0018461 SERRAMONTE FORD, INC.	196042	1/24/2022	973.14
0097626 SHARP ELECTRONICS CORP.	196043	1/24/2022	654.86
0104726 SHARPS SOLUTIONS, LLC	196044	1/24/2022	96.00
0000216 SHOWTIME NETWORKS INC.	196045	1/24/2022	8,926.80
0103492 SMITHSONIAN NETWORKS	196046	1/24/2022	893.47
0000102 SONITROL/PACIFIC WEST SECURITY, INC.	196058	1/24/2022	129.69
0097079 SPRINT	196047	1/24/2022	113.97
0103559 THE MLB NETWORK, LLC	196051	1/24/2022	4,039.71
0106642 THEMA AMERICA, INC.	196052	1/24/2022	22.88
0001362 TV GUIDE MAGAZINE, LLC	196055	1/24/2022	56.99
0018687 TYLER TECHNOLOGIES INC.	196056	1/24/2022	1,500.00
0095749 VERIZON WIRELESS	196057	1/24/2022	593.27
0104660 WEST YOST ASSOCIATES, INC.	196059	1/24/2022	8,187.50
0109476 WORLDPAK INC	196060	1/24/2022	587.98

GrandTotal: 766,375.57

Total count: 75



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: January 31, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Qianyu Sun, Finance Director
Kathleen O'Malley, Accounting & Customer Service Representative

SUBJECT: Accounts Payable Warrant Register

This is to certify that the claims listed on pages 1 to 3 inclusive, and/or claims numbered from 196061 through 196202 inclusive, totaling \$1,119,471.62 have been checked in detail and approved by the proper officials, and in my opinion, represent fair and just charges against the City in accordance with their respective amounts. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$195,480.03
006	American Rescue Plan Act	\$1,594.86
111	Police Asset Forfeiture	\$407.00
121	Federal/State Grants	\$17,682.29
132	Agency on Aging	\$3,077.73
136	Emergency Disaster Reserve	\$31,863.75
137	Developer Project Contributions	\$28,834.75
201	Parks and Facilities Capital	\$277,604.95
203	Street Improvement Projects	\$6,900.00
611	Water Fund	158,003.14
621	Stormwater Fund	120,800.90
631	Wastewater Fund	4,307.49
641	CityNet Services Fund	131,397.96
701	Central Garage	4,392.26
702	Facility Maintenance Fund	22,670.49
703	General Equipment Revolving	2,279.84
707	Technology Development	49,022.68
711	Self-Insurance	63,151.50
TOTAL FOR APPROVAL		\$1,119,471.62

Respectfully submitted,



Finance Director

2/1/2022

Date

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0000858 ADECCO EMPLOYMENT SERVICES	196062	1/31/2022	6,407.68
0018976 ALPHA ANALYTICAL LAB. INC.	196063	1/31/2022	655.00
0104542 ALTA LANGUAGE SERVICES, INC.	196064	1/31/2022	66.00
0102355 AMAZON	196065	1/31/2022	336.57
0014890 AMERICAN WATER WORKS ASSN.	196066	1/31/2022	108.00
0103055 ANDY'S ROOFING CO., INC.	196067	1/31/2022	827.63
0106165 APPLIED CONCEPTS, INC.	196068	1/31/2022	17,682.29
0106199 ARAGON VETERINARY CLINIC	196069	1/31/2022	40.80
0110063 ASSURE GLOBAL LLC DBA WESHIELD	196118	1/31/2022	31,863.75
0016123 AT&T	196071	1/31/2022	470.57
0000345 BAKER & TAYLOR BOOKS	196072	1/31/2022	5,604.93
0104232 BAY AREA RAPID TRANSIT	196073	1/31/2022	5,500.00
0001849 BAY AREA WATER SUPPLY & CONSERVATION AGEN	196180	1/31/2022	13,520.00
0017801 BILL'S LOCK SHOP	196075	1/31/2022	17.52
0109661 BIRITE FOODSERVICE DISTRIBUTORS	196114	1/31/2022	1,270.58
0108437 BOTTOMLEY DESIGN & PLANNING	196076	1/31/2022	6,128.00
0000378 BROADMOOR LANDSCAPE SUPPLY	196077	1/31/2022	2,832.93
0109137 BRYCE CONSULTING	196078	1/31/2022	1,530.00
0108182 C2R ENGINEERING, INC.	196080	1/31/2022	108,550.00
0105324 CAINE COMPUTER CONSULTING, LLC	196081	1/31/2022	3,120.00
0014739 CAL-STEAM	196085	1/31/2022	12.48
0110075 CALIBRE PRESS	196082	1/31/2022	718.00
0102989 CALIFORNIA DIESEL & POWER	196083	1/31/2022	5,226.80
0106437 CALIX, INC.	196084	1/31/2022	6,653.12
0017679 CDW GOVERNMENT, INC	196086	1/31/2022	2,801.89
0017206 CENTRAL CONCRETE SUPPLY CO.INC	196087	1/31/2022	446.31
0106021 CHEMICAL EXHAUST	196088	1/31/2022	850.00
0016324 CINTAS CORPORATION #464	196089	1/31/2022	1,040.20
0098588 CITY OF BURLINGAME	196090	1/31/2022	2,187.00
0109807 CIVICPLUS, LLC	196091	1/31/2022	46,948.34
0109639 CLAREMONT BEHAVIORAL SVCS, INC.	196092	1/31/2022	753.75
0108957 CLEARFIELD, INC.	196093	1/31/2022	13,751.16
0109809 COMCAST SPORTSNET BAY AREA	196095	1/31/2022	39,089.23
0109788 CORE & MAIN LP	196097	1/31/2022	730.52
0015857 COUNTY OF SAN MATEO	196098	1/31/2022	164.51
0091607 COUNTY OF SAN MATEO	196099	1/31/2022	160.00
0109998 CPM ASSOCIATES, INC.	196100	1/31/2022	25,808.95
0109046 D.R. HORTON	196101	1/31/2022	3,000.00
0110082 DANIEL GEE	196117	1/31/2022	7.29
0018188 DAU PRODUCTS	196102	1/31/2022	10,293.36
0105866 DEKRA-LITE	196103	1/31/2022	1,166.00
0093479 DEPARTMENT OF JUSTICE	196104	1/31/2022	3,451.00
0107953 DEPT. OF THE TREASURY- INTERNAL REVENUE SE	196123	1/31/2022	484.88
0110086 DEREK/PAULA LISEC	196137	1/31/2022	17.37
0109577 DIRECTWORX	196105	1/31/2022	9,538.80
0110085 ERIC BEASLEY	196074	1/31/2022	59.84
0108411 EURO SCHOOL OF TENNIS	196107	1/31/2022	4,015.05
0105106 FANNY FUNG	196116	1/31/2022	12.20
0102627 FASTRK VIOLATION PROCESSING DEPT.	196193	1/31/2022	5.00
0000944 FEDEX	196109	1/31/2022	49.63
0109510 FIRST ALARM	196110	1/31/2022	145.00
0110072 FIRST REPUBLIC BANK	196111	1/31/2022	78,899.69
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	196112	1/31/2022	3,042.28

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0018117 FLYERS ENERGY, LLC	196113	1/31/2022	15,390.89
0109776 FRESH LINE PRODUCE	196115	1/31/2022	569.50
0000162 GRAINGER	196119	1/31/2022	933.25
0096837 GYM DOCTORS	196120	1/31/2022	120.00
0110087 HANQIU QIAN	196161	1/31/2022	26.36
0000909 HERC RENTALS INC.	196121	1/31/2022	2,549.86
0107476 IDAX DATA SOLUTIONS	196122	1/31/2022	1,400.00
0106403 INFRASTRUCTURE TECHNOLOGIES, LLC(ITPIPES)	196182	1/31/2022	2,250.00
0000545 INTERNATIONAL ASSOCIATION OF POLICE CHIEFS	196070	1/31/2022	190.00
0015531 INTERSTATE BATTERY SYS. OF SF	196124	1/31/2022	532.49
0097746 JOE VALIENTE	196191	1/31/2022	407.00
0000771 JT2 INTEGRATED RESOURCES	196125	1/31/2022	34,431.90
0018376 JT2 INTEGRATED RESOURCES	196126	1/31/2022	6,531.00
0093434 JT2 INTEGRATED RESOURCES	196127	1/31/2022	5,121.10
0000075 K-119 TOOLS OF CALIFORNIA INC.	196128	1/31/2022	473.46
0000132 KELLY-MOORE PAINT CO INC.	196129	1/31/2022	183.42
0018561 LANCE BAYER	196133	1/31/2022	2,670.00
0109565 LAND LOGISTICS, INC.	196134	1/31/2022	6,215.00
0109771 LATHROP CONSTRUCTION ASSOCIATES, INC.	196096	1/31/2022	218,148.50
0000849 LEAGUE OF CALIFORNIA CITIES	196135	1/31/2022	100.00
0105752 LEVEL 3 COMMUNICATIONS, LLC	196136	1/31/2022	8,035.45
0018177 LOWE'S	196138	1/31/2022	564.03
0107892 MANAGEMENT PARTNERS	196140	1/31/2022	190.00
0109281 MATHENY SEARS LINKERT & JAIME LLP	196169	1/31/2022	14,677.50
0109532 MATRIX HG, INC.	196141	1/31/2022	22,036.00
0101187 MICHAEL & LOUISE LAGARRIGUE	196131	1/31/2022	28.68
0092285 MICROMARKETING LLC	196142	1/31/2022	172.19
0016863 MIDWEST TAPE, LLC	196143	1/31/2022	49.21
0001709 MILLBRAE LOCK	196144	1/31/2022	689.00
0103600 MOMENTUM TELECOM, INC.	196145	1/31/2022	8,294.63
0098639 MUNICIPAL RESOURCE GROUP, LLC	196146	1/31/2022	5,825.00
0110077 NELDA MALILAY	196139	1/31/2022	400.00
0108117 NETFILE	196147	1/31/2022	5,400.00
0109800 NICOLE LAJOIE	196132	1/31/2022	1,624.50
0092263 OFFICE DEPOT INC	196148	1/31/2022	110.95
0105812 OLIVER REICH	196164	1/31/2022	855.00
0097567 ONE HOUR DRY CLEANING	196149	1/31/2022	236.40
0018701 ORKIN PEST CONTROL	196150	1/31/2022	90.00
0104416 OVERDRIVE, INC.	196151	1/31/2022	17.99
0000012 PACIFIC GAS & ELECTRIC	196152	1/31/2022	26,928.36
0096651 PAX WATER TECHNOLOGIES, INC.	196153	1/31/2022	14,590.00
0099307 PENINSULA SEAFOOD	196154	1/31/2022	853.65
0014961 PENINSULA UNIFORMS & EQUIPMENT	196155	1/31/2022	645.99
0106229 PET FOOD EXPRESS	196156	1/31/2022	305.44
0109760 PRISM	196157	1/31/2022	2,390.00
0098436 PROFESSIONAL LAND SERVICES	196158	1/31/2022	3,960.00
0018801 PROFORCE LAW ENFORCEMENT	196159	1/31/2022	2,279.84
0097558 PURCHASE POWER	196160	1/31/2022	331.49
0108301 R3 CONSULTING GROUP	196162	1/31/2022	265.00
0107432 RED WING BRANDS OF AMERICA, INC	196163	1/31/2022	321.53
0097359 RICKEY AND ANTONINA FALASCO	196108	1/31/2022	6,103.35
0103531 RICOH USA, INC.	196166	1/31/2022	977.80
0106717 ROBERT ACHESON	196061	1/31/2022	78.48
0013581 ROVI GUIDES, INC.	196167	1/31/2022	19,476.27

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0016774 SAN DIEGO POLICE EQUIPMENT CO.	196168	1/31/2022	345.23
0103732 SFO MEDICAL CLINIC	196170	1/31/2022	193.00
0110088 SHANKAR KOTAMARTY	196130	1/31/2022	43.30
0097626 SHARP ELECTRONICS CORP.	196171	1/31/2022	267.96
0110024 SHAW HR CONSULTING, INC.	196172	1/31/2022	425.00
0093872 SHOWCASES	196173	1/31/2022	37.60
0109953 SHRED CITY	196174	1/31/2022	63.72
0018214 SIGILLO SUPPLY INC.	196175	1/31/2022	663.21
0110084 SONG YANG	196199	1/31/2022	90.93
0097079 SPRINT	196177	1/31/2022	128.97
0018028 STATE WATER RESOURCES CONTROL BOARD(SWF	196165	1/31/2022	63,252.98
0017857 STERICYCLE, INC.	196178	1/31/2022	71.26
0105796 SUNRISE FOOD DISTRIBUTOR INC.	196179	1/31/2022	384.00
0096932 TASC	196181	1/31/2022	365.00
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	196106	1/31/2022	3,342.00
0017928 THE EDCCO GROUP, INC.	196183	1/31/2022	15,978.00
0000036 THOMSON REUTERS	196184	1/31/2022	7,310.00
0097449 TK ELEVATOR CORPORATION	196185	1/31/2022	491.78
0110071 TRANSPACIFIC BUILDING MAINTENANCE, INC.	196079	1/31/2022	7,993.32
0106660 TRIDENT K9 CONSULTING INC.	196186	1/31/2022	750.00
0109929 TRIPEPI, SMITH AND ASSOCIATES, INC.	196176	1/31/2022	4,430.00
0017133 TURBO DATA SYSTEMS INC	196187	1/31/2022	4,774.19
0102744 UNIVERSAL BUILDING SERVICES	196188	1/31/2022	9,469.96
0098899 UNLIMITED TOOL & EQUIP.REPAIR	196189	1/31/2022	363.78
0105133 UTILITY TELECOM, INC.	196190	1/31/2022	216.63
0095749 VERIZON WIRELESS	196192	1/31/2022	7,427.71
0105955 WEST COAST CODE CONSULTANTS, INC.	196094	1/31/2022	19,671.98
0104660 WEST YOST ASSOCIATES, INC.	196195	1/31/2022	23,762.25
0110001 WHITE BRENNER LLP	196196	1/31/2022	608.60
0013841 WITMER-TYSON IMPORTS INC	196197	1/31/2022	1,715.33
0109476 WORLDPAK INC	196198	1/31/2022	1,473.70
0110083 YAFFA WEINSTEIN	196194	1/31/2022	100.00
0110037 ZAYO GROUP, LLC	196200	1/31/2022	5,678.70
0104033 ZCORM, INC.	196201	1/31/2022	13,105.17
0109122 ZERO TURN POWER WASHING	196202	1/31/2022	9,367.00
GrandTotal:			1,119,471.62
Total count:			142



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

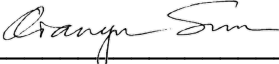
FROM: Jovan D. Grogan, City Manager

PREPARED BY: Benjie Lin, Management Analyst

SUBJECT: Payroll Acceptance

City Council acceptance of the City payroll distributed January 21, 2022 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,536,184.39 for bi-weekly pay period ending January 16, 2022 by fund is shown below:

Fund	Amount
Fund: 001 - GENERAL FUND	\$1,118,119.54
Fund: 006 - AMERICAN RESCUE PLAN ACT	54,006.99
Fund: 122 - SOLID WAIST/RECYCL.	2,240.81
Fund: 132 - AGENCY ON AGING	243.78
Fund: 137 - DEVELOPER PROJECT CONTRIBUTIONS	7,766.64
Fund: 201 - PARKS AND FACILITIES CAPITAL	2,533.38
Fund: 203 - STREET IMPROVE. PROJECTS	5,647.01
Fund: 611 - WATER FUND	80,429.42
Fund: 621 - STORMWATER FUND	25,160.15
Fund: 631 - WASTEWATER FUND	77,382.33
Fund: 641 - CITYNET SERVICES FUND	102,818.68
Fund: 701 - CENTRAL GARAGE	9,128.63
Fund: 702 - FACILITY MAINT.FUND	29,173.23
Fund: 707 - TECHNOLOGY DEVELOPMENT	14,527.58
Fund: 711 - SELF INSURANCE	7,006.22
Total:	\$1,536,184.39



Qianyu Sun, Finance Director

02/01/2022

Date



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Qianyu Sun, Finance Director

PREPARED BY: Esther Garibay-Fernandes, Financial Services Manager

SUBJECT: Monthly Investment Report – December 2021

The table below summarizes the investment portfolio's total book value by Investment type.

Investment Type	Total Book Value
TriCounties Bank	\$17,376,988
Local Agency Investment Fund	38,010,261
San Mateo County Pool	23,811,750
Government Agency Investments	57,201,695
Municipal Bonds	17,209,795
Certificate of Deposit	500,000
Money Market Investments	721
Total Investments	\$154,111,210

Respectfully submitted,



Finance Director

01/31/2022

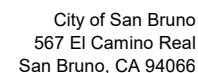
Date



City of San Bruno
567 El Camino Real
San Bruno, CA 94066

CITY OF SAN BRUNO
Portfolio Summary
December 31, 2021

Investments	Coupon Rate	CUSIP	Book Value	Market Value	YTM	Maturity Date	% of Portfolio
Short Term Investments							
TriCounties Bank Cash Balance			17,376,988	17,376,988	0.00%	N/A	11%
Pooled Investments							
Local Agency Investment Fund			34,720,745	34,720,745	0.21%	NA	23%
Glenview Fire Local Agency Investment Fund			3,289,516	3,289,516	0.21%	NA	2%
Total LAIF			38,010,261	38,010,261			25%
San Mateo County Pool			23,811,750	23,811,750	0.81%		15%
Money Market Investments							
U.S. Government Money Market		31846V567	721	721	0.02%	NA	0%
Total Money Market Investments			721	721			
Certificate of Deposit							
Morgan Stanley Bank Brokered CD	1.95%	61690UPF1	250,000	257,693	1.84%	November 29, 2024	0.16%
Morgan Stanley Private Bank Brokered CD	1.90%	61760A3L1	250,000	257,333	1.80%	November 29, 2024	0.16%
Total Certificate of Deposit			500,000	515,025			0%
Total Short Term Investments			79,699,721	79,714,746			
Municipal Bonds							
San Francisco Ca City/County Pub Util Com	0.50%	79771FAW7	1,631,308	1,629,045	0.78%	November 1, 2023	1%
Riverside Community College Non-Callable GO	3.61%	76886PFF5	1,080,380	1,064,260	0.70%	August 1, 2024	1%
California St Federally Taxable Var	3.38%	13063DGB8	1,105,910	1,076,934	0.69%	April 1, 2025	1%
California St Federally Taxable Var	3.38%	13063DGB8	1,466,885	1,428,451	0.65%	April 1, 2025	1%
University Calif Revs Taxable Gen Bds	0.88%	91412HGE7	1,513,455	1,483,380	0.65%	May 15, 2025	1%
Los Angeles Calif Comm Coll Dist GOB Unlimited	0.77%	54438CYK2	2,000,000	1,971,200	0.77%	August 1, 2025	1%
California St Taxable Various GOB	2.65%	13063DMA3	1,068,690	1,058,300	1.07%	April 1, 2026	1%
Pasadena USD non-callable GOB	2.07%	702282QD9	1,043,920	1,031,300	1.09%	May 1, 2026	1%
Los Angeles Unified SD non-callable	1.46%	544547FC9	2,009,340	1,999,800	1.35%	July 1, 2026	1%
Cupertino UHSD Taxable non-callable GOB	2.15%	231237P28	1,057,240	1,034,560	0.96%	August 1, 2026	1%
Santa Monica CCD taxable non-callable GOB	1.04%	802385RR7	755,235	738,923	0.90%	August 1, 2026	0%
Los Angeles Calif Comm Coll Dist GOB Unlimited	1.17%	54438CYL0	998,010	990,980	1.22%	August 1, 2026	1%
California St Taxable BID non-callable	2.38%	13063DRD2	736,400	733,168	1.28%	October 1, 2026	0%
California St Taxable BID non-callable	2.38%	13063DRD2	743,022	739,761	1.37%	October 1, 2026	0%
Total Municipal Bonds Investments			17,209,795	16,980,061			11%

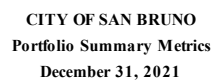


Investments	Coupon Rate	CUSIP	Book Value	Market Value	YTM	Maturity Date	% of Portfolio
US Treasuries & Agencies							
U.S. Treasury Notes (WIT)	0.50%	91282CDM0	999,398	996,170	0.53%	November 30, 2023	1%
U.S. Treasury Notes	2.00%	912828XT2	1,542,656	1,541,190	0.82%	May 31, 2024	1%
U.S. Treasury Notes	1.75%	9128286Z85	1,536,680	1,532,700	0.77%	June 30, 2024	1%
U.S. Treasury Notes	0.38%	91282CCL3	1,981,406	1,975,320	0.73%	July 15, 2024	1%
U.S. Treasury Notes	1.25%	912828YE4	1,013,750	1,009,180	0.75%	August 31, 2024	1%
U.S. Treasury Notes	0.38%	91282CCX7	1,991,563	1,971,720	0.52%	September 15, 2024	1%
U.S. Treasury Notes	1.50%	912828YM6	3,611,016	3,554,810	0.54%	October 31, 2024	2%
U.S. Treasury Notes	2.25%	912828G38	2,115,000	2,073,440	0.53%	November 15, 2024	1%
U.S. Treasury Notes	1.75%	912828YY0	2,081,563	2,045,620	0.58%	December 31, 2024	1%
U.S. Treasury Notes	1.38%	912828Z52	2,055,313	2,022,820	0.60%	January 31, 2025	1%
U.S. Treasury Notes	1.13%	912828ZC7	2,036,016	2,007,040	0.63%	February 28, 2025	1%
U.S. Treasury Notes	0.50%	912828ZF0	1,989,219	1,966,800	0.64%	March 31, 2025	1%
U.S. Treasury Notes	0.25%	912828ZW3	1,963,750	1,943,040	0.71%	June 30, 2025	1%
U.S. Treasury Notes	0.25%	91282CAB7	1,305,746	1,285,250	0.60%	July 31, 2025	1%
U.S. Treasury Notes	0.25%	91282CAJ0	1,958,750	1,937,420	0.75%	August 31, 2025	1%
U.S. Treasury Notes	0.25%	91282CAM3	1,967,446	1,936,720	0.63%	September 30, 2025	1%
U.S. Treasury Notes	0.26%	91282CAT8	1,465,547	1,449,780	0.76%	October 31, 2025	1%
U.S. Treasury Notes	0.38%	91282CAZ4	1,962,891	1,939,620	0.78%	November 30, 2025	1%
U.S. Treasury Notes	0.38%	91282CBC4	1,971,878	1,938,600	0.69%	December 31, 2025	1%
U.S. Treasury Notes	0.38%	91282CBH3	970,234	967,420	1.10%	January 31, 2026	1%
U.S. Treasury Notes	1.57%	912828P46	2,075,391	2,034,380	0.84%	February 15, 2026	1%
U.S. Treasury Notes	0.51%	91282CBQ3	1,966,172	1,943,200	0.85%	February 28, 2026	1%
U.S. Treasury Notes	0.75%	91282CBT7	1,884,859	1,863,938	0.91%	March 31, 2026	1%
U.S. Treasury Notes	0.75%	91282CBW0	1,987,813	1,960,400	0.88%	April 30, 2026	1%
U.S. Treasury Notes	1.63%	91282BR36	1,456,000	1,423,464	0.80%	May 15, 2026	1%
Federal Home Loan Bank	0.88%	3130AN4T4	1,148,747	1,132,555	0.90%	June 12, 2026	1%
U.S. Treasury Notes	0.63%	91282CCP4	992,773	972,380	0.77%	July 31, 2026	1%
U.S. Treasury Notes	0.75%	91282CCW9	1,997,813	1,955,240	0.77%	August 31, 2026	1%
U.S. Treasury Notes	1.63%	912828YG9	1,034,219	1,016,990	0.92%	September 30, 2026	1%
U.S. Treasury Notes (WIT)	0.88%	91282CCZ2	997,227	982,150	0.93%	September 30, 2026	1%
U.S. Treasury Notes (WIT)	1.13%	91282CDG3	995,391	992,873	1.22%	October 31, 2026	1%
U.S. Treasury Notes (WIT)	1.13%	91282CDG3	996,367	993,847	1.20%	October 31, 2026	1%
U.S. Treasury Notes (WIT)	1.25%	91282CDK4	1,501,684	1,499,070	1.23%	November 30, 2026	1%
U.S. Treasury Notes	1.25%	91282CDQ1	1,647,422	1,648,202	1.28%	December 31, 2026	1%
Total U.S. Treasuries & Agencies			57,201,695	56,513,348			37%
TOTAL PORTFOLIO			154,111,210	153,208,154	0.572%		100%
TOTAL INVESTMENTS, EXCLUDING BANK BALANCE			136,734,222	135,831,166	0.645%		

There is adequate cash flow and maturity of investments to meet the City's needs for the next six months.

Prepared By: 1/25/2022

Reviewed By: Orange Sun 1/31/2022



Monthly Portfolio Allocation by Investment Sector (\$Millions)

Investment Portfolio - Average Rate of Return

The chart displays the monthly portfolio allocation by investment sector (left Y-axis, \$0 to \$100M) and the average rate of return (right Y-axis, 0.00% to 2.50%) from Jan-20 to Dec-21. The allocation is shown as a stacked bar chart with sectors: TriCounty's Bank, Money Market, Certificates of Deposit, US Treasury Bills, Government Agency Investments, San Mateo County Pool, and Local Agency Investment Fund - Pooled. The rate of return is shown as a grey area chart.

2/2/2022 2:57:01PM

Through period: 6

City of San Bruno
Through December 2021

	Cash	Investments	Fund Total
001 GENERAL FUND	7,769,281.05	57,275.72	7,826,556.77
002 GENERAL FUND RESERVE	11,640,517.62	0.00	11,640,517.62
003 ONE-TIME REVENUE	388,655.38	0.00	388,655.38
004 CAP IMPROV/ONE-TIME INITIATIVE RSRV	9,182,006.11	0.00	9,182,006.11
005 MEASURE G DISTRICT SALES TAX	2,185,505.90	0.00	2,185,505.90
006 AMERICAN RESCUE PLAN ACT	3,683,705.76	0.00	3,683,705.76
101 GAS TAX	1,416,820.73	0.00	1,416,820.73
102 MEASURE A TRANSPORTATION TAX	1,707,501.40	0.00	1,707,501.40
103 STREET SPECIAL REVENUE	183,237.09	0.00	183,237.09
104 MEASURE W TRANSPORTATION TAX	644,660.70	0.00	644,660.70
111 POLICE ASSET FORFEITURE	509,827.73	0.00	509,827.73
113 POLICE SPECIAL REVENUE	190,051.10	0.00	190,051.10
121 FEDERAL/STATE GRANTS	(21,237.80)	0.00	(21,237.80)
122 SOLID WASTE/RECYCL.	315,597.60	0.00	315,597.60
130 IMPACT FEES	124,007.76	0.00	124,007.76
131 IN-LIEU FEES	10,413,635.59	0.00	10,413,635.59
132 AGENCY ON AGING	118,213.43	0.00	118,213.43
133 RESTRICTED REVENUES	2,417,942.74	0.00	2,417,942.74
136 EMERGENCY DISASTER RESERVE	2,823,455.70	0.00	2,823,455.70
137 DEVELOPER PROJECT CONTRIBUTIONS	1,128,880.27	0.00	1,128,880.27
140 DEVELOPER IN-LIEU UNDERGROUNDING	75,000.00	0.00	75,000.00
151 SUCCESSOR AGENCY TO THE SB RDA - OPS	0.00	0.00	0.00
152 CITY OF SB AS SUCCESSOR HOUSING AGENCY	700,648.55	0.00	700,648.55
153 RDA OBLIGATION RETIREMENT FUND	1,924,567.30	4.95	1,924,572.25
190 DISASTER RECOVERY FUND	913,260.44	0.00	913,260.44
201 PARKS AND FACILITIES CAPITAL	5,077,234.01	0.00	5,077,234.01
203 STREET IMPROVE. PROJECTS	4,516,601.50	0.00	4,516,601.50
207 TECHNOLOGY CAPITAL	414,482.82	0.00	414,482.82
302 LEASE DEBT SERVICE	118,826.54	0.22	118,826.76
611 WATER FUND	45,408,858.29	226,496.34	45,635,354.63
621 STORMWATER FUND	725,159.54	0.00	725,159.54
631 WASTEWATER FUND	44,758,429.23	642,268.32	45,400,697.55
641 CITYNET SERVICES FUND	(15,056,103.89)	0.00	(15,056,103.89)
701 CENTRAL GARAGE	148,646.34	0.00	148,646.34
702 FACILITY MAINT.FUND	618,093.59	0.00	618,093.59
703 GENERAL EQUIPMENT REVOLVING	3,933,428.13	0.00	3,933,428.13
707 TECHNOLOGY DEVELOPMENT	381,256.23	0.00	381,256.23
711 SELF INSURANCE	696,108.43	91,118.50	787,226.93
891 RECOLOGY SAN BRUNO	475,742.73	0.00	475,742.73
Grand Total:	152,652,505.64 *	1,017,164.05	153,669,669.69

* Reconciliation of Pooled Cash & Investments to Portfolio Book Value

Investment Portfolio Value	136,734,221.50
Cash on hand - Checking Account	17,376,988.40
Payroll and Accounts Payable Outstanding Checks	(956,582.18)
Deposits in Transit	(502,122.08)
General Ledger Cash Balance as of December 31, 2021	152,652,505.64

Totals are through period: 6

Page: 1

Prepared By: Diana Wang 2/2/2022
 Reviewed By: Orange Sun 02/02/2022



"The City with a Heart"

Rico Medina, Mayor
Linda Mason, Vice Mayor
Tom Hamilton,
Councilmember
Marty Medina,
Councilmember
Michael Salazar,
Councilmember

MINUTES
SAN BRUNO CITY COUNCIL
January 25, 2022
5:00 PM

1. CALL TO ORDER

2. ROLL CALL

The following members were present: Rico Medina, Marty Medina, Michael Salazar, Tom Hamilton, Linda Mason

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Individuals allowed three minutes. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendaized pursuant to State Law.

There were no speakers during public comment.

4. CLOSED SESSION

a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8 -

-Property: APN 020-142-140
-Agency Negotiator: City Manager
-Negotiating Parties: City of San Bruno and Karl Hansen
-Under Negotiation: Price and Terms of Payment

There was no reportable action for this item.

b. Conference with Labor Negotiators Pursuant to Gov't Code Section 54957.6
Agency Designated Representatives: City Manager
Employee Organizations: Mid-Management Unit, Public Safety Mid-Management Bargaining Unit, San Bruno Police Bargaining Unit, San Bruno Professional Firefighters Association, Miscellaneous Bargaining Unit, San Bruno Management Employees Association

There was no reportable action for this item.

5. ADJOURNMENT – The meeting adjourned at 6:35 p.m.

The meeting minutes were prepared by Melissa Thurman, MMC for approval at the regular meeting of February 8, 2022.



“The City with a Heart”

Rico E. Medina, Mayor
Linda Mason, Vice Mayor
Tom Hamilton, Councilmember
Marty Medina, Councilmember
Michael Salazar, Councilmember

MINUTES

SAN BRUNO CITY COUNCIL

January 25, 2022

7:00 p.m.

- 1. CALL TO ORDER**
- 2. ROLL CALL** - All Councilmembers were present.
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

The following members of the public spoke during public comment:

- Rob Barnett – Spoke regarding fireworks in San Bruno and street parking in San Bruno.
- Farrukh – Spoke regarding housing projects in San Bruno and Senate Bills 9 and 10.
- Jeremy Sarnecky – Spoke regarding the streetlight outage in the Rollingwood neighborhood and toll roads on Highway 101.

5. PUBLIC HEARING – 7:10 p.m.

- a. Hold Third Public Hearing to:
 - 1) Receive Community Input Regarding the Boundaries and Composition of Districts to be Established for District-Based Elections for City Council Members; and
 - 2) Provide Direction to Staff and the City’s Independent Demographer Regarding Preferred Configurations and Changes to the Draft Maps

The public hearing began at 7:11 p.m.

Jovan Grogan, City Manager, Jennifer Nentwig, Tripepi Smith and Kristen Parks, National Demographics, presented the report.

Rico E. Medina, Mayor, opened the public hearing.

The following members of the public spoke during the public hearing:

- Paul Wapensky – Spoke with various questions about the transition to district elections.
- Jeremy Sarnecky – Spoke regarding community outreach regarding the district election process and spoke of the importance of the Rollingwood neighborhood.

- Robert Barnett – Spoke with various questions about the transition to district elections.
- Simon Mazzola – Recommended that the public create maps for consideration and asked various questions about future elections if San Bruno were to move to districts.
- Jennifer Blanco – Spoke regarding the importance of representation in the east-side neighborhoods in San Bruno and asked questions about community of interests within San Bruno.

The City Council unanimously chose to not eliminate any submitted maps during the public hearing, and only eliminate submitted maps during public hearing four, which is scheduled for February 22, 2022.

6. ANNOUNCEMENTS/PRESENTATIONS

- a. 2022 Update from the San Mateo County Mosquito and Vector Control District

This item was moved to a future meeting date.

- b. Issue Proclamation Announcing January 2022 as National Slavery and Human Trafficking Prevention Month.

Rico E. Medina, Mayor, read a proclamation announcing January 2022 as National Slavery and Human Trafficking Prevention Month.

- c. The City of San Bruno has partnered with Curative to offer PCR COVID-19 testing. The test site is located at Narita Plaza near San Bruno City Hall, Monday through Friday from 8:30AM to 4:00PM, excluding holidays. Appointments are required and can be made at cur.tv/sanbruno or (888) 702-9042. Other free local testing sites can be found at smcgov.org/Testing.
- d. Our hearts go out to our local Tongan community and their families affected by the devastating volcanic eruption in Tonga.

7. CONSENT CALENDAR

Linda Mason, Vice Mayor, pulled the December 14, 2021 meeting minutes from consideration to a future meeting date.

M/S Michael Salazar/Tom Hamilton to approve the Consent Calendar, excluding the December 14, 2021 meeting minutes. **Motion carried unanimously by roll call vote.**

- a. Approve Accounts Payable for January 3, January 10, and January 18, 2022
- b. Accept Payroll for January 2, 2022
- c. Approval the Draft Special and Regular Meeting Minutes for the Meetings of December 14, 2021, January 5 and January 11, 2022
- d. Receive Written Update on the City's Response Efforts to COVID-19

- e. Adopt Resolution Declaring the Continued State of Local Emergency and Need for the City Council and Other Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
- f. Adopt a Resolution Authorizing the City Manager to Execute a Contract with West Coast Code Consultants, Inc. in an Amount Not to Exceed \$250,000 to Perform As-Needed Professional Services

The City Council recessed at 9:40 p.m.

The City Council reconvened at 9:50 p.m.

8. STUDY SESSION

- a. Receive Report and Provide Direction Regarding the Preparation of the 2023-2031 Housing Element Update

Pamela Wu, Community Development Director and Michael Laughlin, Planning and Housing Manager, presented the report.

The following members of the public spoke regarding the item:

- Farrukh – Spoke regarding the necessity for more housing in San Bruno.
- Evan Adams – Spoke in favor of the proposed housing element and the necessity for more housing in San Bruno.
- Alexander Melendrez – Spoke regarding the necessity for more housing in San Bruno.
- Kalisha Webster – Spoke regarding the necessity for more housing in San Bruno, especially for residents with disabilities.

Discussion item only. No motion taken.

9. COMMENTS FROM COUNCIL MEMBERS

- **Linda Mason** – Announced COVID testing at 841 San Bruno Ave. Also announced the anniversary of the San Bruno Senior Center and that PG&E's probation period has ended.
- **Marty Medina** – Announced a Second Harvest food distribution at Belle Air Elementary School and Skyline Community College.
- **Michael Salazar** – Announced the birthday of his eldest son, Michael.
- **Rico E. Medina** – Announced the 35th anniversary of the San Bruno Senior Center and he wished Michael Salazar, Jr. a Happy Birthday.

8. ADJOURNMENT – The meeting adjourned at 11:41 p.m.

The next Regular City Council Meeting will be held on February 8, 2022 at 7:00 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk for approval at the regular meeting of February 8, 2022.



"The City with a Heart"

Rico Medina, Mayor
Linda Mason, Vice Mayor
Tom Hamilton, Councilmember
Marty Medina, Councilmember
Michael Salazar, Councilmember

MINUTES
SAN BRUNO CITY COUNCIL SPECIAL MEETING
January 31, 2022
5:00 PM

1. CALL TO ORDER

2. ROLL CALL

The following members were present: Rico Medina, Marty Medina, Michael Salazar, Tom Hamilton, Linda Mason

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Individuals allowed three minutes. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendaized pursuant to State Law.

There were no speakers during public comment.

4. CLOSED SESSION

- a. Conference with Labor Negotiators Pursuant to Gov't Code Section 54957.6
Agency Designated Representatives: City Manager
Employee Organizations: Mid-Management Unit, Public Safety Mid-Management Bargaining Unit, San Bruno Police Bargaining Unit, San Bruno Professional Firefighters Association, Miscellaneous Bargaining Unit, San Bruno Management Employees Association

There was no reportable action taken.

- 5. ADJOURNMENT** – The next Regular City Council Meeting will be held on February 02, 2022 at 7:00 PM

The meeting adjourned at 6:34 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of February 8, 2022.



"The City with a Heart"

Rico Medina, Mayor
Linda Mason, Vice Mayor
Tom Hamilton, Councilmember
Marty Medina, Councilmember
Michael Salazar, Councilmember

MINUTES
SAN BRUNO CITY COUNCIL SPECIAL MEETING
February 2, 2022
6:00 PM

1. CALL TO ORDER

2. ROLL CALL

The following Council Members were present at 7:00 p.m.: Tom Hamilton, Michael Salazar, Linda Mason, Mayor Rico E. Medina. Council Member Marty Medina joined the meeting at 6:04 p.m.

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Individuals allowed three minutes. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendaized pursuant to State Law.

There were no speakers during public comment.

4. CLOSED SESSION

- a. Conference with Labor Negotiators Pursuant to Gov't Code Section 54957.6
Agency Designated Representatives: City Manager
Employee Organizations: Mid-Management Unit, Public Safety Mid-Management Bargaining Unit, San Bruno Police Bargaining Unit, San Bruno Professional Firefighters Association, Miscellaneous Bargaining Unit, San Bruno Management Employees Association

There was no reportable action taken.

- 5. ADJOURNMENT** – The next Regular City Council Meeting will be held on February 08 2022 at 7:00 p.m.

The meeting adjourned at 7:30 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk for approval at the regular meeting of February 8, 2022.



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Jennifer Dianos, Assistant to the City Manager

SUBJECT: Receive Written Update on the City's Response Efforts to COVID-19

BACKGROUND: This report is to provide an update on the City's response efforts to COVID-19, while the Emergency Operations Center (EOC) is activated. The information provided in this report is as of the time it was produced and may be subject to change.

DISCUSSION: San Mateo County Health provides regular COVID-19 statistic dashboards through their website, smchealth.org. San Mateo County Health reports as of Jan. 27, 2022 there are a total of 2,344 cases within the last 30 days in the City of San Bruno; and as of Jan. 30, 2022 approximately 95.1% of San Bruno residents age 5+ are vaccinated. Additional statistics are attached to this report.

The Emergency Operations Center (EOC) team reviews City operations on a regular basis to ensure the existing operations are in compliance with the State/County guidelines. Since the last report, dated Jan. 25, 2022, there are no additional operational modifications to report to the City Council.

Testing and getting vaccinated for COVID-19 remain important:

- No-cost PCR testing continues to be available at the Curative kiosk located at Narita Plaza, located between San Bruno City Hall and San Bruno Library. Appointments can be made at cur.tv/Sanbruno or (888) 702-9042. Other no-cost County testing sites located throughout San Mateo County can be found at smcgov.org/testing. Appointments are suggested, and sometimes required due to high demand – it's recommended to check availability before going to a testing site.
- San Mateo County continues to offer vaccine (and booster) clinics at the San Mateo County Event Center, and other sites. To find a complete list of County sites, other sites and/or to book an appointment, visit myturn.ca.gov. Appointments are suggested and may vary from site to site.

FISCAL IMPACT: There is no fiscal impact associated with this update.

ENVIRONMENTAL IMPACT: There is no environmental impact associated with this update.

RECOMMENDATION: Receive Written Update on the City's Response Efforts to COVID-19

ALTERNATIVES: The City of San Bruno's Emergency Operations Center remains activated and there are no alternatives proposed at this time.

ATTACHMENTS:

1. San Mateo County Health Department COVID-19 Data Dashboard



San Mateo County COVID-19 Data Dashboard

Data up to and including January 31, 2022 as of 5:00pm



Select time frame for case data:

Last 30 Days

Historical

Total Cases

103,398

Cases by Sex

Female 52284

Male 50021

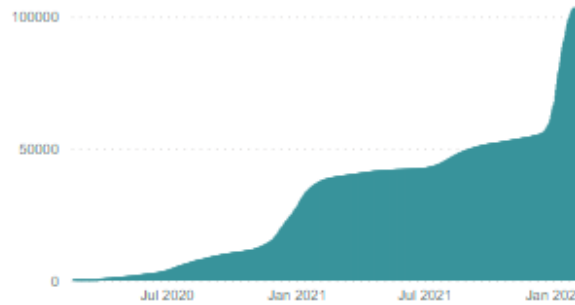
Unknown 1031

R-eff

0.65

- R-eff is the average number of people an infected person will infect
- Represents rate at which COVID-19 is spreading
- Value less than 1 means decreasing spread
- Value greater than 1 means increasing spread
Source: CalCov ensemble for 1/24/2022, accessed on 1/27/2022

Total Cases by Episode Date



Total Deaths

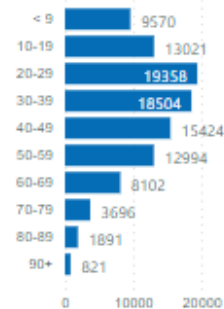
655

Deaths by Sex

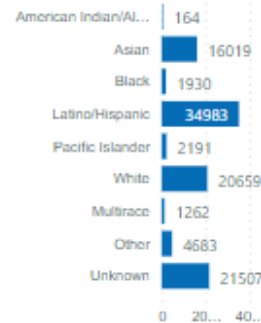
Female 306

Male 349

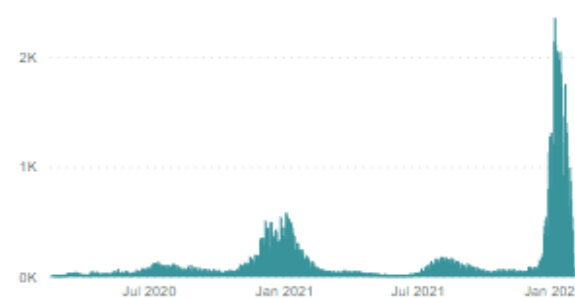
Cases by Age Group



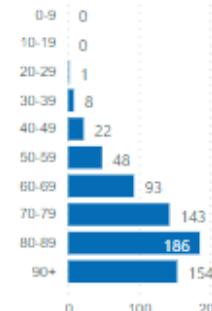
Cases by Race/Ethnicity



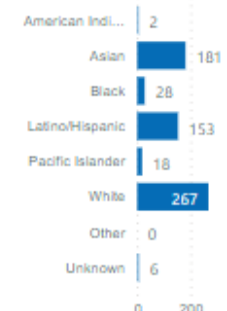
Cases by Episode Date



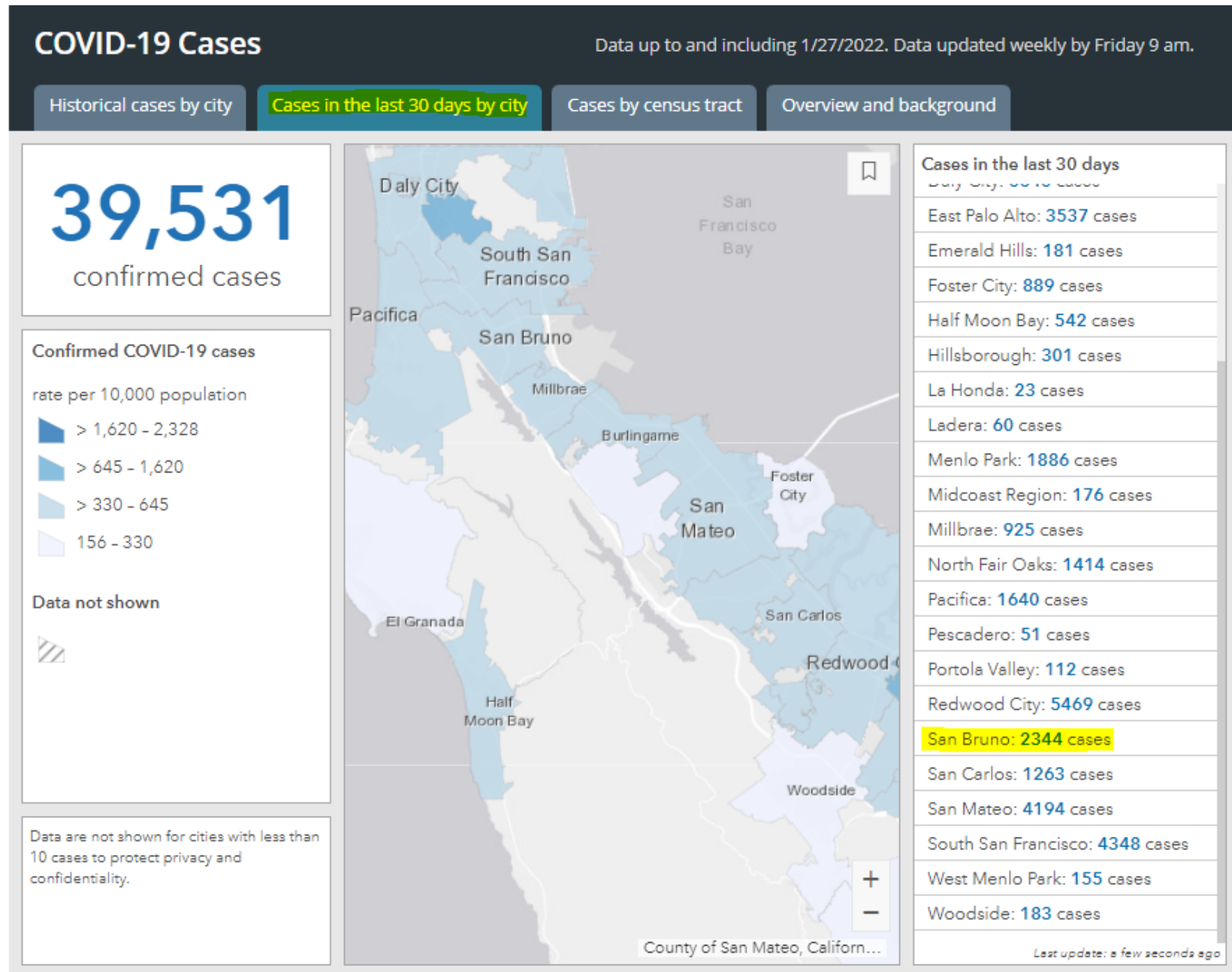
Deaths by Age Group

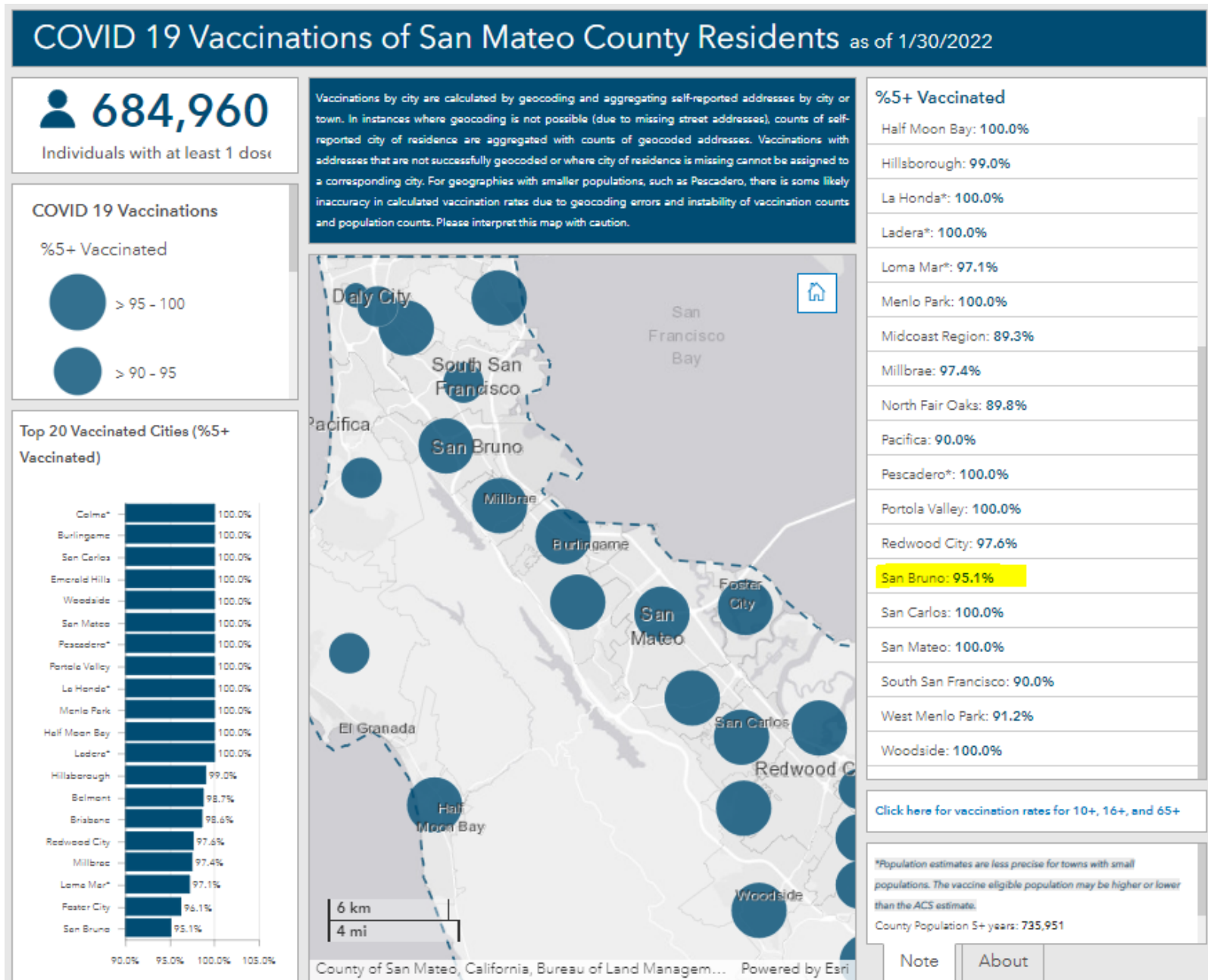


Deaths by Race/Ethnicity



Because of limited testing capacity, the number of cases detected through testing represents only a small portion of the total number of likely cases in the County. COVID-19 data are reported as timely, accurately, and completely as we have available. Data are updated as we receive information that is more complete and will change over time as we learn more. Cases are lab-confirmed COVID-19 cases reported to San Mateo County Public Health by providers, commercial laboratories, and academic laboratories, including reporting results through the California Reportable Disease Information Exchange. A lab-confirmed case is defined as detection of SARS-CoV-2 RNA in a clinical specimen using a molecular amplification detection test. Cases are counted by episode date; episode date is defined as the earliest of: case symptom onset date, sample collection date, date of laboratory result, or date of death. Deaths reported in this dashboard include only San Mateo County residents; death data last updated January 27, 2022.





Total Individuals Vaccinated
684,960
as of
1/30/2022

County Population: 774,990
County Population 5+ years: 735,951
%5+ years Vaccinated: 93.1%
County Population 12+ years: 672,183
%12+ years Vaccinated: 96.0%

Date Administered

from

8/1/2020

1/30/2022

Individuals Who Completed
Vaccination Series

630,828

% Completed Vaccination Series



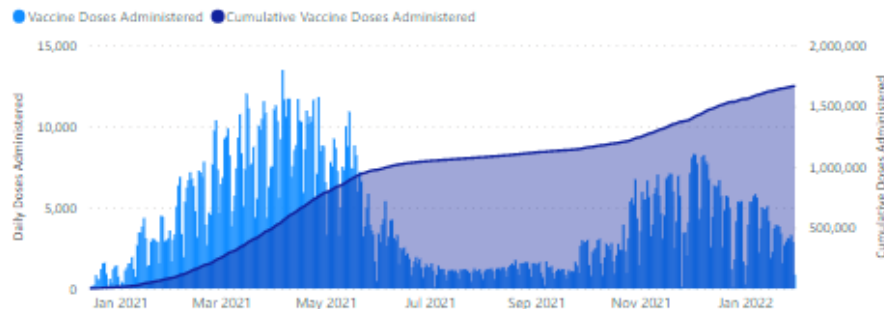
Total Vaccine Doses Administered
1,664,902

Vaccinations administered as part of federal health care organizations or programs such as the Department of Veterans Affairs (VA) report to federal immunization systems, may not report into CAIR2, and may not be included in vaccination numbers on the dashboard.

COVID 19 Vaccinations of San Mateo County Residents

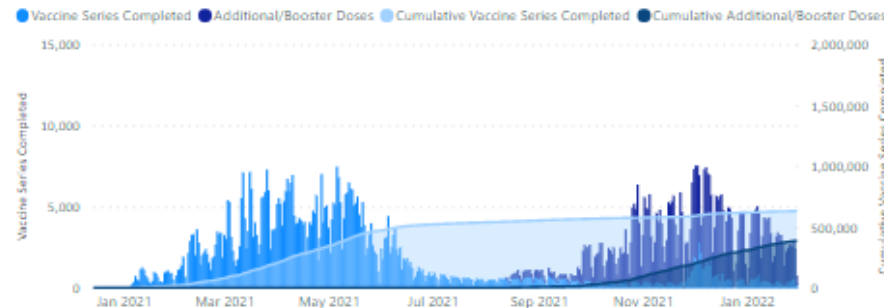
Vaccinations for San Mateo County residents are reported to SMC Public Health via the California Immunization Registry (CAIR2). COVID-19 vaccine administration data are reported as timely, accurately, and completely as data become available. Previous data will change as new and updated data are received.

Vaccine Doses Administered by Date



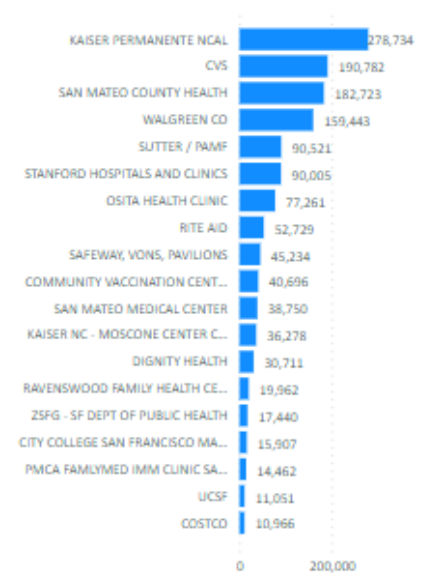
Note: Vaccine Doses Administered by Date includes any doses administered to residents.

Vaccine Series Completed and Additional/Booster Doses by Date

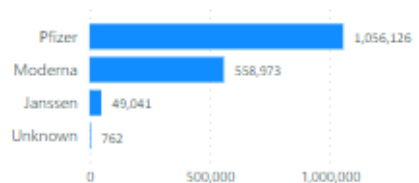


Note: Vaccination Series Completed represents those who have received the second dose of a two dose vaccine (Pfizer and Moderna) and those who have received one dose of a single dose vaccine (Janssen). Additional/Booster Doses include additional doses for immunocompromised individuals and booster doses. Data for boosters and vaccination of 5-11 year olds are preliminary and subject to revision.

Vaccines Administered By



Vaccines Administered





Criteria for Lifting County Health Officer Indoor Mask Mandate

Data up to and including January 30, 2022 as of 5pm



All three criteria must be met to lift the indoor masking requirement in public spaces

Community Transmission - Does Not Meet
The jurisdiction reaches the moderate (yellow) COVID-19 transmission tier, as defined by the Centers for Disease Control & Prevention (CDC), and remains there for at least three weeks

Severity of Disease - Does Not Meet
COVID-19 hospitalizations in the jurisdiction are low and stable, in the judgment of the health officer.

See [Hospital Data Dashboard](#)

Vaccinations - Met

80% of the jurisdiction's total population is fully vaccinated with two doses of Pfizer or Moderna or one dose of Johnson & Johnson (booster doses not considered) **OR** Eight weeks have passed since a COVID-19 vaccine has been authorized for emergency use by federal and state authorities for 5- to 11-year-olds.

Please visit the [CDC website](#) to view the most recent COVID-19 case rate data for San Mateo County

First Day in Moderate Tier:

TBD

Weeks Meeting Moderate Tier:

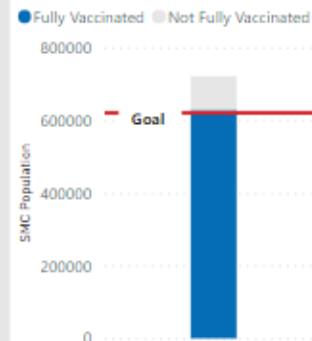
0 weeks

Weeks Left to Meet Goal:

3 weeks

Note: Level of community transmission is determined using the historical changes dataset provided by the CDC.

Fully Vaccinated Residents



Fully vaccinated persons are those who are ≥14 days post completion of the primary series of a COVID-19 vaccine.

Fully Vaccinated Residents:

81.1%

8 weeks post EUA Authorization:

12/29/2021

Date of EUA Authorization:

11/3/2021

Weeks Left to Meet Goal:

0 weeks

Note: Starting November 8, 2021, the method to calculate the number of fully vaccinated residents was changed to more closely align with the state's reporting methodology. This change adds fully vaccinated residents who were previously not included in the total.



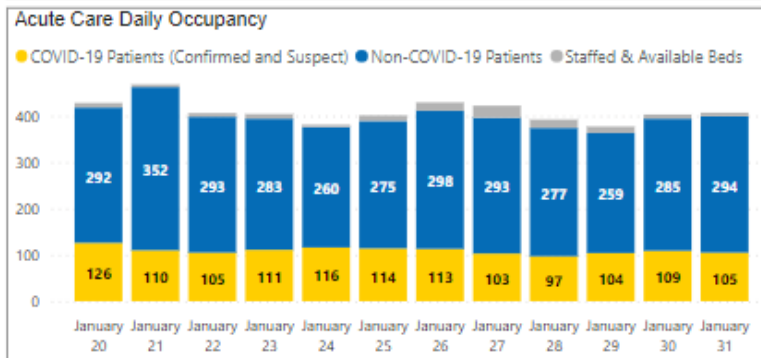
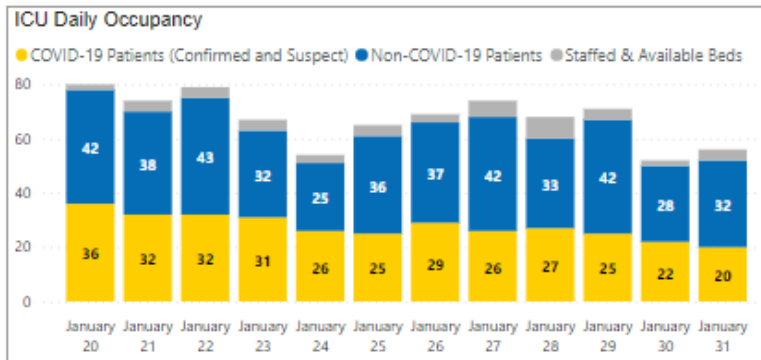
San Mateo County COVID-19 Hospital Data

Data up to and including January 31, 2022 as of 5:00pm



These data are a snapshot of the capacity of hospitals reporting data to San Mateo County Health. It is not uncommon for these data to vary from day to day due to normal fluctuations in the number of patients cared for in the hospitals. If a hospital does not report a daily census, data from the previous day are used for the non-reporting hospital. Data reported may also include patients transferred from other locations and are referred to as out of County transfers. Out of County transfers may include both COVID-19 and non-COVID-19 cases. As of 12/27/2020, ventilators available and 'staffed and available' bed data source is HAVBED (Hospital Available Beds for Emergencies and Disasters) hospital poll via ReddiNet.

Currently Hospitalized COVID-19 Patients	Confirmed 125	Suspect 0	Resource	In Use	Available	Total	Out of County Patients (Confirmed)	Percent Out of County Patients (Confirmed)
125			Acute Care Beds	399	8	407	0	0%
			Acute Care Surge Beds	0	134	134		
			ICU Beds	52	4	56		
			ICU Surge Beds	0	67	67		
			Ventilators	18	103	121		

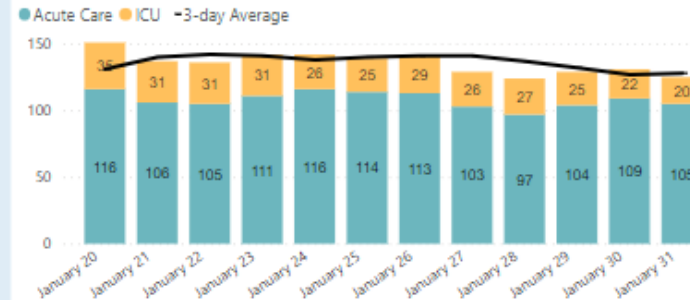


Source: ReddiNet daily poll of San Mateo County hospitals by SMC Health

CONFIRMED CASES ONLY

Notes: The 3-day average is calculated using the previous three days. Out of County means the patient was transferred from an out of county facility.

Hospitalized COVID-19 Patients (Confirmed cases only)



Date	Out of County	All Confirmed COVID-19	Out of County %
January 25	0	139	0%
January 26	0	142	0%
January 27	0	129	0%
January 28	0	124	0%
January 29	10	129	8%
January 30	0	131	0%
January 31	0	125	0%



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Melissa Thurman, City Clerk

SUBJECT: Adopt Resolution Approving and Finalizing the Draft City Council Policies and Procedures

BACKGROUND: In October 2018 the City Council held a special meeting to discuss the need for a City Council Policies and Procedures document. At that meeting the City Council had reviewed a series of examples of other cities policies and procedures documents and had instructed staff to begin drafting a document for San Bruno policies and procedures. The City Council created a subcommittee to help draft the initial document alongside the City Clerk, and Council Members Irene O'Connell and Laura Davis was selected to serve on that committee. Between October 2018 and December 2018 the subcommittee met with the City Clerk on two occasions and a draft document was created and submitted to the City Manager for review.

In late 2019 the City Council requested special meetings to discuss the draft policies and procedures document. Between 2020 and present day, the City Council has held nine special meetings to discuss the draft City Council policies and procedures and at each of the meetings several edits were made to the sections of the document.

DISCUSSION: At the final special meeting to discuss the draft policies and procedures document, the City Council had agreed on all edits and sections. The final list of sections contained within the document are as follows:

- 1) General Rules
- 2) Responsibilities of the City Council
- 3) Responsibilities of the Mayor and Vice Mayor
- 4) City Councilmember Duties
- 5) Strategic Initiatives and Goal Setting
- 6) Conduct with Commissions, Boards and Committees
- 7) Appointments to City's Commissions, Boards and Committees (CBCs)
- 8) Meetings
- 9) Action Minutes
- 10) Public Participation
- 11) Appeals
- 12) Communication with City Council and Staff
- 13) Communication to City Council and Use of Social Media
- 14) Budget Controls for the City Council Budget
- 15) Ceremonial Matters
- 16) Enforcement

Since the City Council's last study session on the Policies and Procedures document, staff has reviewed the document for internal consistency and compliance with applicable laws. In addition to grammatical and language structure edits, the following substantive additions were made. New text is underlined and italicized.

- **Section 8.B.4.** (Meetings/Type of Meetings)

Routine closed session meetings and topic items are scheduled by the City Manager and the City Attorney. In the event that a majority of the City Council desires to have a closed session on a specific topic, they may request that the topic be agendized by emailing the City Manager and the City Attorney, who shall schedule a closed session on the matter, if the topic is permissible for discussion in a closed session (as per State law).

- **Section 8.C.7.** (Meetings/Meeting Requirements)

Comments from Councilmembers – The purpose of this regular meeting agenda item is to allow the City Council an opportunity to make important city announcements, such as City-sponsored, or City-related public events and pertinent information. *Councilmembers are encouraged to use this section of the agenda to periodically provide the full City Council with updates from Council subcommittee meetings.* Each Councilmember shall strive to make comments that are respectful and beneficial to the community.

Councilmembers shall refrain from making any campaign announcements or solicit votes for an election-related matter during this agenda item. Each Councilmember shall strive to be brief during this agenda item. Councilmembers shall notify the City Clerk (with a copy to the City Manager and City Attorney) of the subject of their comments one week prior to the meeting, so they the topic may be placed on the agenda in accordance with State law.

- **Section 9.3** (Action Minutes)

The time of arrival and departure of Councilmembers shall be noted in the minutes.

- **Section 10.1.ii.** (Public Participation)

In the interest of facilitating the Council's conduct of City business, speakers are provided up to 3 minutes to speak, *which may be limited at the discretion of the presiding officer of the meeting based on time constraints and necessity of the City Council to conduct business items on the agenda.* Members of the public may not defer their time to another member of the public, allotting the speaker more time to speak. If a speaker decides not to address the Council after submitting a speaker card, they may decline their time when their name is called by the City Clerk.

At present, the Policies and Procedures document does not address the formation, duration and reporting requirements for City Council standing and ad hoc subcommittees. Following City Council feedback and/or action on the proposed document, staff will research sample subcommittee policies in other jurisdictions, prepare draft language and agendize a discussion of City Council standing and ad hoc subcommittee policies for a future Study Session meeting.

FISCAL IMPACT: There is no fiscal impact.

ENVIRONMENTAL IMPACT: The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION: Adopt Resolution Approving City Council Policies and Procedures

ALTERNATIVES: Do not adopt the draft City Council policies and procedures and direct staff to schedule another special meeting to make further edits to the document.

ATTACHMENTS:

1. Resolution
2. Draft City Council Policies and Procedures

RESOLUTION NO. 2022 - xx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO APPROVING AND FINALIZING THE DRAFT CITY COUNCIL POLICIES AND PROCEDURES

WHEREAS, the City Council first discussed the necessity for a City Council Policies and Procedures document in 2018; and

WHEREAS, the City Council held a number of special meetings to discuss and edit a draft Policies and Procedures document throughout 2020 and 2021; and

WHEREAS, the last special meeting to discuss and edit the City Council Policies and Procedures document was held on December 13, 2021; and

WHEREAS, sixteen total sections in the Policies and Procedures document were created, edited and agreed upon by the City Council, and those sections are as follows:

- 1.) General Rules
- 2.) Responsibilities of the City Council
- 3.) Responsibilities of the Mayor and Vice Mayor
- 4.) City Councilmember Duties
- 5.) Strategic Initiatives and Goal Setting
- 6.) Conduct with Commissions, Boards and Committees
- 7.) Appointments to City's Commissions, Boards and Committees (CBCs)
- 8.) Meetings
- 9.) Action Minutes
- 10.) Public Participation
- 11.) Appeals
- 12.) Communication with City Council and Staff
- 13.) Communication to City Council and Use of Social Media
- 14.) Budget Controls for the City Council Budget
- 15.) Ceremonial Matters
- 16.) Enforcement

WHEREAS, through adoption of this resolution, the City Council of the City of San Bruno will adhere to the policies and procedures contained in the approved document.

NOW, THEREFORE, BE IT RESOLVED, that the San Bruno City Council hereby:

1. Approves the City Council Policies and Procedures

---oOo---

I hereby certify that foregoing **Resolution No. 2022 -**
was adopted by the San Bruno City Council at a regular meeting on
February 8, 2022 by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ATTEST:

Melissa Thurman, MMC
City Clerk



CITY OF SAN BRUNO CITY COUNCIL POLICIES AND PROCEDURES

Adopted on _____

TABLE OF CONTENTS

Section 1. General Rules	4
A. Preamble.....	4
B. Statutory Authority.....	4
C. Quorum	4
D. Training Requirements	4
Section 2. Responsibilities of the City Council.....	5
A. Responsibilities of the City Council as the governing body for the City of San Bruno shall be to: ...	5
Section 3. Responsibilities of the Mayor and Vice Mayor	5
A. Responsibilities of the Mayor:	5
B. Responsibilities of the Vice Mayor:	6
Section 4. City Councilmember Duties	7
A. The duties for all Councilmembers (including the Mayor and Vice Mayor):	7
Section 5. Strategic Initiatives and Goal Setting	9
Section 6. Conduct with Commissions, Boards and Committees	10
Section 7. Appointments to City Commissions, Boards and Committees (CBCs).....	11
A. Appointments per San Bruno Municipal Code Process	11
B. Alternative Appointment Process for Commission, Board or Committee Members	11
C. Alternative Appointment Process for SBCF Board of Director Appointments.....	13
D. Recruitment Officer for Commission, Board or Committee (CBC) Members	13
Section 8. Meetings	14
A. City Council Meeting Dates.....	14
B. Types of Meetings	14
C. Meeting Requirements	16
Section 9. Action Minutes.....	19
Section 10. Public Participation	19
Section 11. Appeals	21

Section 12. Communication with City Council and Staff.....	21
Section 13. Communication to the City Council and Use of Social Media	22
Section 14. Budget Controls for the City Council Budget	23
Section 15. Ceremonial Matters	24
Section 16. Enforcement.....	24

Section 1. General Rules

A. Preamble

1. The purpose of this policy and procedure manual is to assure the orderly and efficient conduct of the meetings of the City Council. These policies and procedures are intended to assure the right of the majority of the City Council to decide items of business brought before the Council; and the right of the minority to be heard. These rules are also intended to foster and promote the right of citizens to have adequate notice of business scheduled for consideration by the Council and a fair and reasonable opportunity to participate in meetings to be heard.

B. Statutory Authority

1. These policies and procedures for the meetings of the City Council are adopted in compliance with laws of the State of California, in particular, Government Code Sections 54940 et. Seq. (herein referred to as the "Brown Act"). Whenever these policies are found to be in conflict with the terms and provisions of the Brown Act, the Act shall apply and govern. Further, the City of San Bruno Municipal Code shall control whenever these rules are found to be in conflict therewith.

C. Quorum

1. A quorum shall be three or more Councilmembers. Policies, goals and priorities for the City of San Bruno shall be established by a majority vote of at least a quorum of the Council unless otherwise required by State law.
2. Per Government Code section 36936, ordinances and resolutions must be adopted by a majority vote of the total membership of the City Council.

D. Training Requirements

1. Per California Assembly Bill (AB) 1234, each Councilmember shall receive at least two hours of training in general ethics principles and ethics laws relevant to their public service every two years.
2. Per California Assembly Bill (AB) 1661, each Councilmember shall receive at least two hours of training in prevention of harassment, discrimination and retaliation.

Section 2. Responsibilities of the City Council

A. Responsibilities of the City Council as the governing body for the City of San Bruno shall be to:

1. Be stewards of the public interest as the primary concern.
2. Establish clear goals and priorities for addressing short and long-range needs of the community.
3. Adopt policies that define a course of action that shape the City now and in the future.
4. Demonstrate dignity, courtesy, honesty, integrity and respect during every public meeting.
5. Assure the fair and equal treatment of all persons coming before the City Council and Commissions.
6. Value all opinions, be tolerant of new and different ideas, and encourage different viewpoints while being mindful to not unnecessarily prolong discourse, or block consensus or majority action.
7. Strive to keep comments clear, concise, and on topic.
8. Work towards the common good, not personal interests.
9. Start City Council meetings on time.

Section 3. Responsibilities of the Mayor and Vice Mayor

A. Responsibilities of the Mayor:

1. Conduct meetings of the City Council as its Presiding Officer. *(SB MuniCode 2.04.120)*
2. Ensure that items on the agenda move along without delay or disruption.
3. If necessary, to keep Councilmember questions, and questions from members of the public relevant and on topic.

4. Maintain meeting order and limit meeting disruptions.
5. Issue ceremonial proclamations on behalf of the City.
6. Represent City Government as its chief elected official at community functions, events, meetings, and business outreach and retention visits.
7. On behalf of the City Council, to officially welcome/thank dignitaries, outside officials and open formal City sponsored gatherings.
8. Appoint Councilmembers for liaison positions to various external government agencies on an annual basis or from time to time as necessary, subject to City Council approval.
9. Convey the Mayor's position regarding potential federal, state and regional legislative actions on behalf of the Mayor (or the City, subject to Council approval).
10. Make all appointments to and removals from City boards, commissions, and committees, subject to approval by the City Council. *Also, see Section 7 in this document and SB MuniCode 2.04.120.*
11. To vote as the City's "voting delegate" at the League of California Cities Annual Conference and other similar meetings. This responsibility may be delegated to another Councilmember, as desired by the Mayor and subject to the Councilmember's acceptance.
12. City letterhead, logo, insignia and brand representing the "Office of the Mayor" may be used in written communications by the Mayor in furtherance of the Mayor's duties.

B. Responsibilities of the Vice Mayor:

1. Rotation of Vice Mayor will be ranked by time of service on the City Council, with the longest serving member at the top of the rotation, and the newest member placed at the bottom of the rotation. If more than one newly elected member is added to the City Council, their names will be added to the rotation schedule in the order they appeared on the ballot. If a Councilmember declines appointment to Vice Mayor, he/she will move to the bottom of the rotation and the next Councilmember on the list will be selected as Vice Mayor.

2. In the absence or incapacity of the Mayor, or upon specific delegation by the Mayor, to perform the functions of the Mayor and possess all of the powers and duties thereof. (*SB MuniCode 2.04.120*)

Section 4. City Councilmember Duties

A. The duties for all Councilmembers (including the Mayor and Vice Mayor):

The items listed below are guidelines for all members of the City Council.

1. As independently elected members of the City Council, each Councilmember shall:
 - i. Treat each other, city employees, and members of the public with dignity, courtesy and respect.
 - ii. Be attentive to others and not interrupt or distract during public meetings.
 - iii. Keep comments during meetings clear, concise, and on-topic; manage meeting time appropriately.
 - iv. Respect the role of the Presiding Officer in maintaining order a during public meetings.
 - v. Arrive on time for Council meetings, having reviewed meeting materials in preparation for the meeting.
 - vi. In the absence of the Mayor and the Vice Mayor, the City Council shall select a temporary presiding officer. (*SB MuniCode 2.04.120*)
 - vii. Comply with all requirements of the Brown Act when communicating with each other.
 - viii. At the request of the Mayor, when available, represent the City at ceremonial functions, or at meetings of other agencies or bodies.
 - ix. Respect the roles of staff in ensuring open and effective government.
2. Additionally, each Councilmember (including the Mayor and Vice Mayor) shall abide by the following policies:

- i. No Councilmember who attends a Closed Session meeting may disclose or discuss any statements, items or documents which were developed for or presented in any Closed Session, except when specifically authorized by State law. Violation of this rule shall be considered a breach of confidentiality. *Violations of closed session confidentiality may include the city obtaining injunctive relief in court and/or referral of the Councilmember to the grand jury. – Government Code Section 54963*
- ii. Councilmembers may not utilize City letterhead, logo, insignia and brand. Such materials are intended for official communications of the City and their use is delegated to the City Manager and City Attorney, or their designees, or as otherwise provided herein.
- iii. Councilmembers shall not attempt to interfere, direct, inhibit, or become involved in administrative functions and operations of the City, unless granted specific permission by the City Manager. *(SB MuniCode 2.12.060)*
- iv. Councilmembers should respect and adhere to the City's form of government which is a general-law City operating under a Council-Manager form of government, with the City Council acting as the legislative body of the City. Council is the visionary policy maker; the City Manager is responsible for implementation of the Council's vision through the administration of staff and resources.
- v. Councilmembers must not influence or attempt to influence a decision on a matter or project on which they have a conflict of interest.
- vi. When using City reporting tools, such as SB Responds, email, or telephonic messages, Councilmembers shall identify themselves, when possible, commenting on open/archived reports. Councilmembers shall not attempt to influence staff responses to citizen comments/service requests.
- vii. Councilmembers are encouraged to refer operational and policy interpretation questions on specific matters from residents to the appropriate staff members. Resident concerns/complaints should be referred to the City Manager for immediate resolution by the appropriate department head.

- viii. Councilmembers will comply with Brown Act communication protocols.
- ix. If a Councilmember is unable to attend a specific regional agency meeting that they are the liaison for, they should notify their alternate as soon as possible, and alert the regional agency staff representative of their absence and provide information as to where to send any packet materials.

Section 5. Strategic Initiatives and Goal Setting

1. The City Council and individual Councilmembers are often tasked with balancing myriad community needs, concerns, and potential policy directives and, as such, the Council agrees to undertake an annual Strategic Initiatives & Goal Setting Process which is designed to:
 - i. Set a basic framework for action within a specific timeframe; support the City Council in allocating time to accomplish the most important tasks; and focus on the most critical issues, with less distraction.
 - ii. Provide clear direction to staff on budgetary guidelines and the City Council's priorities and initiatives for the upcoming year. This is important because clearly defined goals offer the City Manager and staff a roadmap to meet the expectations of Council and avoid any conflicting priorities that do not meet the collective vision of the Council as a whole.
2. Strategic planning is one of the tools that enable a council to define their vision and determine methods for accomplishing short-term and long-term goals. Strategic planning and goal setting will be identified during Study Sessions.
3. Each year before the budget sessions, the Council holds a Study Session to review progress on goals previously set and define new goals and objectives for the city departments.
4. An update on City Council Strategic Initiatives will be submitted to the City Council on a quarterly basis, but only reprioritized by vote of the Council annually at the City Council Retreat, unless altered as prescribed in Section 5.5 (below).
5. From time to time, the need for a new City Council Strategic Initiative may arise outside of the Council's annual priority setting process. When this occurs, a Councilmember may request that the topic of their proposed Strategic Initiative

be placed under the “Comments from Councilmembers” section on the agenda of regularly scheduled meeting, as described in Section 8.C.6 of this document. At such meeting, the Councilmember shall articulate why the new Strategic Initiative is of critical importance and requires immediate action from the City Council to consider and/or be prioritized above existing Strategic Initiatives. Upon a majority vote of the City Council, the Council may request the City Manager and/or the City Attorney analyze the impact on other priorities if directed to work on the requested item and provide the City Council with an estimated timeframe and resources needed for the work effort at a subsequent Council meeting.

Section 6. Conduct with Commissions, Boards and Committees

1. The City has established several Commissions, Boards and Committees as a means of gathering community input. Citizens who serve on Commissions, Boards and Committees are volunteers who have taken their positions in an effort to become more involved with local government and to serve on advisory bodies to the City Council. Each Commission, Board, and Committee will provide an annual update to Council.
2. City Councilmembers are encouraged to *not* regularly attend advisory body meetings in order to avoid interference in the operation of the advisory body or an appearance of specific City Council direction as to matters under consideration by the advisory body.
3. City Councilmembers who plan to attend Commissions, Boards or Committee meetings shall adhere to the following protocols:
 - A. When a Councilmember attends a particular Commission, Board or Committee, they may address the body before them, but may do so only when stating that the comments they are about to make do not necessarily reflect the views of the entire City Council, unless they are explicitly referencing an action that was taken by the City Council at a public meeting.
 - B. Refrain from lobbying any Commission, Board or Committee Members on behalf of any particular project, in an effort to sway their decision to match that of the Councilmember.
 - C. Keep political campaign discussions away from the Commission, Board or Committee meetings. For example, if a Commission, Board or Committee Member is running for a particular elected office, a Council Member may not voice their support of the candidate during any public meeting.

Section 7. Appointments to City Commissions, Boards and Committees (CBCs)

A. Appointments per San Bruno Municipal Code Process

1. In accordance with the San Bruno Municipal Code, the Mayor shall make all appointments to and removals from City commissions, boards, and committees, subject to approval by the City Council. (*SB MuniCode 2.04.120 and CA Gov't Code §40605*)
2. Alternative Appointment Processes for Commission, Board or Committee Members may be used subject to the following:
 - a. The Mayor elects to use the Alternative Appointment Processes outlined in Sections 7.B and 7.C.
 - b. Should the Mayor elect to make appointments in accordance with Section 7.A.1, the City Council shall only use the Alternative Appointment Processes (outlined in Sections 7.B and 7.C), upon a majority vote of the City Council to do so and after the Mayor has proposed an appointment that the City Council has not approved in accordance with *SB MuniCode 2.04.120* and *CA Gov't Code §40605*.
3. Removals from City boards, commissions, and committees shall follow the process outlined in *SB MuniCode 2.04.120* as well as applicable Federal and State law.

B. Alternative Appointment Process for Commission, Board or Committee Members

Does not apply to San Bruno Community Foundation Board of Director Appointments, see Section 7.C.

Round One: Nominations

- Mayor or Presiding Officer of the Meeting to facilitate nominations
- Councilmembers to be given the opportunity to make a Motion for Consideration for Appointment for any applicant
 - Requires a Second

Note: Any applicant that receives a Motion and a Second advances to Round 2 (no vote of the full City Council taken at this time).

During the nomination process, Councilmembers will not be called upon in alpha order. Councilmembers must ask to be recognized through the Chair if they would like to make a nomination.

Round Two: Simultaneous Voting Process for Nominees

- City Clerk to call Councilmembers alphabetically, with the Vice Mayor and Mayor last.
- Once called upon, Councilmembers shall vote for their preferred nominee or abstention.
- In the event of a tie or if no single nominee receives a majority vote from the City Council, the appointment process proceeds to Round Three.
 - The nominee(s) that receive the lowest number of votes (or are tied for the lowest number of votes) shall be eliminated.
 - Note: If five nominees each receive one vote, all five nominees advance to Round Three.

Round Three: Simultaneous Voting Process for Nominees, if needed

- City Clerk to call Councilmembers alphabetically, with the Vice Mayor and Mayor last.
- Once called upon, Councilmembers shall vote for their preferred nominee or abstention.
- In the event of a tie or if no single nominee receives a majority vote from the City Council, the appointment process proceeds to Round Four.
 - The nominee(s) that receive the lowest number of votes (or are tied for the lowest number of votes) shall be eliminated.
 - Note: If five nominees each receive one vote, all five nominees advance to Round Four.

Round Four: Simultaneous Voting Process for Nominees, if needed

- City Clerk to call Councilmembers alphabetically, with the Vice Mayor and Mayor last.
- Once called upon, Councilmembers shall vote for their preferred nominee or abstention.
- In the event of a tie or if no single nominee receives a majority vote from the City Council, the appointment process ends and Council shall

provide direction to staff whether to leave the position vacant or
conduct a new recruitment process to fill the vacancy.

C. Alternative Appointment Process for SBCF Board of Director Appointments

Founded in 2013 by the City of San Bruno, the San Bruno Community Foundation (SBCF) is a 501(c)(3) tax-exempt nonprofit organization. The SBCF is distinguished from other City commissions, boards, and committees in that its legal structure is a nonprofit corporation formed by the City of San Bruno and SBCF Board members have a legal fiduciary duty to the Foundation (not the City). As such, the City Council has established the following Alternative Process for appointing SBCF Board members, which may be used at the discretion of the Mayor or a majority of the City Council, as outlined in Section 7.A.2.

1. Advertising for and recruitment of SBCF Board members shall be done in accordance with Section 7.D. of this document, with the exception that
 - The City Council shall receive all applications.
 - The City Council may meet to review applications and determine which applicants to invite for an interview.
 - The SBCF Board may select two members of its Board of Directors to attend and participate in the City Council interview process.
 - The appointment process for SBCF Board members shall follow the procedures outlined in Section 7.A. of this document.

D. Recruitment Officer for Commission, Board or Committee (CBC) Members

1. The City Clerk serves as the official Recruitment Officer for members of all City commissions, boards, and committees (including the SBCF). As such, the City Clerk is responsible for advertising vacancies (whether scheduled or unscheduled) in conformance with Government Code section 54974, receiving and processing applications, scheduling interviews, and preparing staff reports related to appointments. Additionally, as the CBC Recruitment Officer, the City Clerk is responsible for maintaining the City's official lists of CBC membership, vacancies, appointment dates, and term expirations.
2. Prior to the end of the term for a filled position or when a CBC position is vacated, the City Clerk shall initiate a recruitment, which includes an initial recruitment period of 10 business days or greater, and/or schedule interviews to fill the position, if there are at least 2 individuals have applied for vacancy.
3. Per Government Code Section 54974 (a), a Notice of Vacancy shall be posted no earlier than 20 days before, or not later than 20 days after the vacancy occurs. The Notice of Vacancy shall be posted to the City's website, as well as published on the City's social media accounts, and the City Clerk's Office will announce the Notice of Vacancy at a regularly scheduled City

Council meeting during the initial recruitment period, schedule permitting. The initial recruitment period may be extended at the discretion of the City Clerk in the event that fewer than 2 individuals have applied for the vacancy.

4. Per Government Code Section 54974(a), final appointment to CBC's shall not be made by the legislative body for at least 10 working days after the posting of the Notice of Vacancy in the City Clerk's Office.
5. Notwithstanding a decision to extend the initial recruitment period, the City Clerk shall furnish all submitted applications to the City Council at the close of the initial recruitment period and each subsequent recruitment period. During the period when the recruitment is extended, if a majority of the City Council requests to interview the applicants, the City Clerk shall work to schedule interviews with the City Council.
6. Unless directed otherwise by a majority of the City Council, all CBC applicants shall be given the opportunity to be interviewed by the City Council.

Section 8. Meetings

A. City Council Meeting Dates

1. Regular meetings of the City Council shall be held on the second and fourth Tuesday of each month, at 7:00 p.m. (*SB MuniCode 2.04.020*)
2. The second regular meeting shall not be held in December. (*SB MuniCode 2.04.020*)

B. Types of Meetings

1. Regular Meetings – Agendas for regular meetings shall be released to the public no later than 72 hours in advance of the meeting, as required by the Brown Act and will include the meeting location and access information. Every effort will be made to release agendas and distribution materials prior to 72 hours before the meeting, when possible.
2. Special Meetings – May be held on a non-regular meeting date and/or time. Special Meetings may be called with a minimum of 24 hours' notice, versus the required 72 hours' notice for regular meetings.

3. Study Sessions – Can occur during a Regular Meeting or a Special Meeting. They are held for the purpose of providing information to the City Council, typically on issues that are more complex and time-consuming than matters scheduled during a regular meeting agenda. During Study Sessions, Councilmembers may state their individual responses, preferences and questions based on the information provided during the meeting, and the Council may provide direction to staff regarding the discussed topic.
4. Closed Sessions – May be part of either a regular or special meeting. All closed sessions shall be noticed and conducted in accordance with the provisions of the Brown Act. Actions taken in closed session shall be publicly reported in open session when appropriate in accordance with the Brown Act. Closed sessions may be held to discuss certain matters specified by law, including for example:
 - Public employee appointment, employment, performance, discipline or dismissal
 - Public safety threats
 - Labor negotiations
 - License applications by persons with criminal records
 - Real estate negotiations
 - Anticipated or existing litigation

Routine closed session meetings and topic items are scheduled by the City Manager and the City Attorney. In the event that a majority of the City Council desires to have a closed session on a specific topic, they may request that the topic be agendaized by emailing the City Manager and the City Attorney, who shall schedule a closed session on the matter, if the topic is permissible for discussion in a closed session (as per State law).

5. Closed sessions (excluding those related to employee performance evaluations) are attended by the City Council, City Manager, City Attorney, and if requested, appropriate management staff or special consultants. Except for public comment at the beginning of the meeting, Closed Sessions are not open to the public. The City Attorney shall keep a record of the Closed Session, including the votes taken on each closed session item where appropriate. No other notes or minutes of closed session discussions shall be recorded. The record of the votes taken shall constitute the exclusive record of the closed session, shall not be considered a public record, and shall be confidential pursuant to section 54957.2 of the Brown Act. Violations of the closed session confidentiality requirement are serious and may have impacts with respect to litigation

exposure and represent a violation of the law for the person violating the confidentiality requirement.

6. Emergency Meetings – Are allowed per the Brown Act when an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of the public's well-being.
7. Accessibility of City Council Meetings – All meetings of the City Council shall be conducted in accordance with the Brown Act (as amended), which guarantees the public's right to attend and participate in meetings of local legislative bodies. Subject to technical constraints and consideration of other factors at the City Manager's discretion, broadcasting of such meetings shall be conducted as follows:
 - Regular Meetings / Special Meetings / Study Sessions: Open to the public for in-person attendance, recorded, televised and/or livestreamed online, and available to on-demand viewing online. Action minutes prepared and published.
 - Retreats & Committee Member Candidate Interview (*a type of special meeting*): Open to the public for in-person attendance. Action minutes prepared and published.
 - Closed Sessions: Closed to the public. Action minutes prepared and published, as per applicable laws.
 - Emergency Meetings: As directed by the City Manager, as per applicable laws.

C. Meeting Requirements

1. Per Executive Order of the Governor of the State of California, certain provisions of the Brown Act have been suspended in order to allow for local legislative bodies to conduct meetings telephonically or by other electronic means to meet Shelter-In-Place orders or social distancing guidelines. In this event, councilmembers, staff and members of the public may attend the meeting by video or phone linked to the agenda or watch by livestream when the meeting is not available for in-person attendance at a physical location.

2. Except as otherwise provided by the Executive Orders in Section 1 above, if the Councilmember is permitted to attend a meeting telephonically or digitally, the Councilmember must ensure that:
 - i. The City Clerk is provided the teleconference/digital address location, and the councilmember must ensure the agenda is posted at that location 72 hours prior to the meeting and is visible 24 hours per day until the meeting is adjourned.
 - ii. The teleconference location is open and fully accessible to the public, as well as fully accessible under the Americans with Disabilities Act, throughout the entire meeting.
 - iii. These requirements apply to private residences, hotel rooms, conference rooms, and similar facilities as well as digital platforms all of which must remain accessible throughout the duration of the meeting, without requiring identification or registration on the part of the public to attend. These rules also apply to the same type of locations outside of the United States.
3. Items Considered After 11:00 p.m. – The City Council and members of staff will make every effort to end its meetings before 11:00 p.m. At 10:30 p.m. during a regular or special meeting, the City Council will decide by majority vote and announce whether it will begin consideration of any agenda items after 11:00 p.m. and, if so, which specific items will be discussed.
4. A City Councilmember may request that the City Council remove an item from the Consent Calendar; however, the Councilmember shall strive to notify the City Manager's Office, in writing, of the request no later than noon on the day of the City Council meeting. Given that, from time to time, new information or questions may arise after noon on the day of the meeting, a Councilmember may also request to pull an item from the agenda for clarifying questions, or they may have written the City Manager earlier with questions regarding a specific agenda item. The City Manager may report answers for any agenda item questions when the item is being discussed during the meeting or provide a written response to the entire City Council (and made available to the public) before the meeting and prior to the close of business for the City Clerk's Office on the day of the meeting.
5. Council Comments on Agenda Items – No discussion or debate shall be permitted upon items on the Consent Calendar; however, any

Councilmember may request that their vote on a particular Consent Calendar item be noted as “Abstain” or “Recuse” due to a potential conflict of interest. In such case, a vote may be taken on the item the Councilmember is abstained from, and a separate vote must be taken for the remaining Consent Calendar items. Alternatively, a Councilmember may announce their recusal or abstention before the vote on the Consent Calendar. In such cases, a vote on the entire Consent Calendar will occur and the official minutes will reflect the Councilmember’s recusal or abstention on the specific items.

6. If a Councilmember would like to pull any item(s) from the Consent Calendar for further discussion, they may do so before voting on the Consent Calendar begins. Consent items are meant to address routine items. The Presiding Officer should first ask Councilmembers if they wish to move any consent agenda items to the regular agenda for further discussion. If requested, the Presiding Officer would move the item and open it up for discussion during the Conduct of Business portion of the agenda, or make it a “parking lot” item for a future agenda. Ideally, Councilmembers should ask for such a move before the meeting so it can be placed on the Conduct of Business agenda before the meeting starts.
7. Comments from Councilmembers – The purpose of this regular meeting agenda item is to allow the City Council an opportunity to make important city announcements, such as City-sponsored, or City-related public events and pertinent information. Councilmembers are encouraged to use this section of the agenda to periodically provide the full City Council with updates from Council subcommittee meetings. Each Councilmember shall strive to make comments that are respectful and beneficial to the community. Councilmembers shall refrain from making any campaign announcements or solicit votes for an election-related matter during this agenda item. Each Councilmember shall strive to be brief during this agenda item. Councilmembers shall notify the City Clerk (with a copy to the City Manager and City Attorney) of the subject of their comments one week prior to the meeting, so they the topic may be placed on the agenda in accordance with State law.
8. Voting – A motion, second, and a majority vote of the City Council shall be required for any formal action detailed on the agenda. If a motion is stated and there is no second verbally stated, the Presiding Officer must ask the City Council for a second to the motion made. If no second is presented, the motion fails for lack of a second. Any vote of abstention must clearly indicate for the record the basis for the abstention.

9. Reconsideration – Once an item has been voted on, it will not be permitted for further discussion, unless a motion for reconsideration is made by a Councilmember who voted in the majority on that item at the same meeting (as per Robert's Rules of Order).
10. Full Participation - To encourage full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question or agenda item. If a councilmember has already spoken and other members wish to speak, the latter members should be recognized in preference to the member who has already spoken. However, if no other members seek recognition, the Presiding Officer may recognize the member who has already spoken or make a motion on the item. The Presiding Officer has the responsibility of controlling and expediting any debate or item. It is the duty of the Presiding Officer to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

Section 9. Action Minutes

1. The City Council shall use Action Minutes to record their proceedings.
2. Action minutes shall be defined as decision-only minutes that exclude any discussion that went into making the decision and capture only the conclusion and/or action to be taken. The minutes shall include the definition of action minutes.
3. The time of arrival and departure of Councilmembers shall be noted in the minutes.
4. Motions and votes are outlined in the action minutes.
5. Members of the public/media are authorized to bring personal recording devices to the public meeting, as long as the equipment used does not cause a disturbance or disruption to the official business of the City Council or the official recording and documentation of the meeting by the City or its agents.

Section 10. Public Participation

1. Public Participation - Members of the public are encouraged to participate in the legislative process by either submitting written comments before the meeting or speaking in person during a meeting. The following is a list of rules designed to

explain how members of the public may address the governing board:

- i. The public is welcome to address the City Council on items on the Consent Calendar and/or items that are not listed on the agenda during the Public Comment section of the agenda, which occurs directly before the Consent Calendar is considered.
- ii. In the interest of facilitating the Council's conduct of City business, speakers are provided up to 3 minutes to speak, which may be limited at the discretion of the presiding officer of the meeting based on time constraints and necessity of the City Council to conduct the business items on the agenda. Members of the public may not defer their time to another member of the public, allotting the speaker more time to speak. If a speaker decides not to address the Council after submitting a speaker card, they may decline their time when their name is called by the City Clerk.
- iii. Those in the audience may not jeer, boo, or applaud if these activities cause any disruption during the meeting, including times when other members of the public are speaking at the podium. If a disruption occurs, the Presiding Officer may recess the meeting. The Presiding Officer also has the right to request removal of any member of the audience causing a disruption.
- iv. No member of the audience, or person(s) speaking at the podium may approach the dais at any time before, during, or after the meeting. Any documents being presented to the City Council, or any Committee, Board, or Commission must be provided to the City Clerk, or staff liaison before public comment.
- v. For public comment on items not on the agenda, the Brown Act prohibits councilmembers from discussing or acting upon any matter not agendaized pursuant to State Law. Councilmembers and staff may respond briefly to comments by members of the public or ask questions for clarification. The City Council may refer the matter back to staff for a future reply or may direct staff to place the matter on a future agenda.
- vi. All statements made to the City Council must be made at the appropriate time of the meeting and may not be shouted from the audience. Any person wishing to address the City Council will be called to the podium at the appropriate time by the Presiding Officer and their comments will be timed.

Section 11. Appeals

1. Appeals are public hearings and will follow the time allocations for addressing the City Council detailed below, unless otherwise required, or provided by law:
 - i. Applicant – 10 minutes combined
 - ii. Appellant – 10 minutes combined
 - iii. Individual Speakers (public comments) – up to 3 minutes (as per Section 10)
2. Appeals from decisions of the City's Committees, Boards and Commissions shall appear on the City Council agenda for discussion. The City Council has the option to affirm the action of the commission, modify the action of the commission, refer the matter back to the commission, or reverse the decision, unless otherwise provided by law.
3. Any person that addressed the City Council during one of the 10-minute periods (as an applicant or appellant), may not speak again during the public comment period unless explicitly authorized to rebut or provide clarification by the Presiding Officer of the meeting.
4. Members of the public may not defer their time at the podium to another member of the public, allotting the speaker more time to speak. If a member of the public has already addressed the City Council or has a speaker card in queue to address the City Council, they may not speak on behalf of another member of the audience.

Section 12. Communication with City Council and Staff

1. All communications between staff and councilmembers may be determined to be public records.
2. The Council, in adopting this policy, does not waive attorney-client privilege, the attorney work product privilege, or any other privilege associated with a closed session authorized under the Brown Act.
3. All emails sent and received through the City server are retained per the City's Records Retention Schedule and are subject to the Public Records Act.

4. Members of the public are permitted to email members of the City Council by sending each Council Member an individual email.

Section 13. Communication to the City Council and Use of Social Media

1. The following guidelines apply to City Councilmember personal communications including use of various forms of social media, letters to the editor of newspapers, personal endorsements, email, newsletters, participation in public forums or other meetings and the like.

- i. Individual City Councilmembers should confirm and clarify that the comments they are about to make do not necessarily reflect the views of the entire City Council. Because members of the public will hear and understand comments by a Councilmember to represent City policy and/or the City Council as a whole, it is important that Councilmembers use discretion while engaging with members of the public on any social media/media platform or public forum, regarding matters of City business or policy. Suggested language for a disclaimer to be used when clarifying opinions or statements are made is:

"I am a City Councilmember of the City of San Bruno. These are my own opinions and they may not represent those of the San Bruno City Council as a whole."

- ii. City Councilmembers are expected to actively protect any information received the course of service as a Councilmember which is considered confidential or protected, such as information that is protected under personnel privacy laws.
- iii. City Councilmembers shall not post information, images or icons to any social media platform, which was obtained in their official capacity and not otherwise available to the general public without specific confirmation by the City Manager that such information may be used and distributed publicly.
- iv. City Councilmembers shall make every effort to not comment on social media/media, or publish information related to City business without identifying themselves as a Councilmember and using a disclaimer such as is detailed in Section 12.1.i.

- v. If a City Councilmember creates a post on social media about city business (examples: upcoming meeting dates, public safety issues, etc.), they may not delete comments made by other users, or block any person who comments on the post(s). City Councilmembers should not block content or users due to a personal dislike of the user, or because of comments the other user makes, or has made.
- vi. Councilmembers' use of social media is restricted by AB 992 (Mullin), and is limited to answering questions posed by the public, providing information to the public, or soliciting information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body.
- vii. A majority of Councilmembers are prohibited from discussing business of a specific nature that is within the subject matter jurisdiction of the legislative body.
- viii. Councilmembers may not directly respond to any communication made, posted, or shared by any other Councilmember regarding a matter that is within the subject matter jurisdiction of the legislative body.

Section 14. Budget Controls for the City Council Budget

1. The annual City budget includes appropriations for City Council expenses and conferences. The amount allocated in the budget should be at least sufficient to cover City Council stipends, as well as limited funding to cover approved attendance at conferences or educational seminars when deemed appropriate.
2. If a City Councilmember wishes to attend a conference, educational seminar or training, they should contact the City Clerk, who will manage reservations for the Councilmember. Any out-of-state conferences or trainings for a Councilmember must be approved by a majority of the City Council during a regular or special meeting before the scheduled conference takes place.
3. If a City Councilmember attends a conference or educational seminar on the City's behalf, then the Councilmember must present a brief oral report of the conference or seminar at the next regularly scheduled City Council meeting during the "Comments from Council Members" section of the agenda.

Section 15. Ceremonial Matters

1. The City may issue ceremonial proclamations, resolutions or certificates of appreciation when such an issuance positively impacts the community and conveys an affirmative message to residents. It will be the policy of the City Council to process requests for ceremonial documents in the following manner:
 - i. If the Mayor determines that a request is consistent with the policy stated above, the Mayor can request that the City Clerk prepare the document and coordinate the release of the document, either privately, or at a future public meeting.
 - ii. The person who submitted the request must provide specific details regarding the request, including language for a proclamation or resolution, or information for a certificate of appreciation at the time the request is made.
 - iii. Depending on the nature and time-sensitivity of a particular request, the Mayor may act without full formal concurrence of the City Council when the situation warrants.

Section 16. Enforcement

1. Councilmembers have the primary responsibility to assure that these practices and protocols are understood and are followed. Councilmembers entering office shall sign a statement affirming they have read and understood the Council Policies and Procedures Manual.
2. The following sets forth the procedures to be followed when one or more Councilmembers allege that a Councilmember has violated this Policy or any other applicable City policy.
 - i. A majority of the City Council may request that an item be agendaized at a regular or special meeting to discuss an alleged violation of this Policy.
 - ii. After consideration of the issue, the City Council may direct that an investigation be conducted.
 - iii. The City Council may also schedule a hearing and provide the councilmember who is the subject of the allegation with the opportunity to submit a response in writing and/or orally at the hearing.
 - iv. The City Council may consider admonishing the councilmember by issuing a statement of disapproval, imposing a sanction such as

removal from committee assignments, and/or censuring the councilmember by adopting a formal resolution.

3. The aforementioned shall not be used for violations of State or Federal laws, as such laws are subject to separate penalty and enforcement provisions outside of the City's purview.



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Ann Mottola, Community Services Director

SUBJECT: Adopt Resolution Appropriating \$50,000 from the Restricted Revenues Fund, City Art Fund Fees in Support of the Construction of a Tanforan Assembly Center Memorial at the San Bruno BART Station

BACKGROUND: From April 28 to October 13, 1942, the Tanforan Horse Track was used as an Assembly Center and detained approximately 8,000 Bay Area Japanese Americans, most of whom were U.S. citizens, until they were shipped to more permanent internment camps. This was done without charges being filed and without the due process guaranteed under the U.S. Constitution. The bulk of the population of the Tanforan Assembly Center came from the San Francisco Bay Area, including Alameda, Contra Costa, San Mateo, San Francisco, and Santa Clara counties.

The Tanforan Assembly Center Memorial Committee (TACMC) was formed in 2012 to organize interpretive efforts that documented Tanforan's history as a US confinement site where Japanese Americans were detained during World War II. In that first year, TACMC initiated a photographic exhibition of the works of Dorothea Lange and Paul Kitagaki, Jr., displayed inside the San Bruno BART station. The photos include ones taken by Lange in 1942 of families destined for the Tanforan Assembly Center and others taken 60 years later by Kitagaki, whose parents and grandparents were subjects of some of the original Lange photos. The photographic exhibit was installed in 2012 and remains at the BART station today.

DISCUSSION: Soon after the Lange/Kitagaki photo exhibit installation, TACMC began work on a permanent Tanforan Assembly Center memorial installation on the San Bruno BART station plaza.

Key features of the memorial will include: a bronze statue of two young girls, the Mochida sisters, modeled after a Lange photo of the Mochida family headed off to be interned; a replica horse stall, in which some internees were forced to live, and signs listing the names of the 8,000 people who were interned there. The location of the memorial is outside the pay gates on the west side of the BART station, just south of the path to the food court at the Shops at Tanforan and next to the Target parking structure (behind the San Bruno police station).

The project budget is approximately \$1,250,000 million for design and construction. Thus

far, TACMC has raised about \$950,000 for the project. TACMC is currently looking to raise an additional \$300,000 in the next several months to cover the construction costs and seed a maintenance fund.

At its January 20, 2022 meeting, the Culture and Arts Commission recommended supporting the Tanforan Assembly Center Memorial in the amount of \$50,000.

FISCAL IMPACT:

The current fiscal impact for this item is \$50,000.

This item requires a budget appropriation in the amount of \$50,000 from the City Art Fund. The Fund consistently takes in new revenues. During the time period between June 30, 2021 and December 31, 2021 the Fund took in \$53,865 in revenue. As of January 3, 2022, the Art Fund had a balance of \$393,885.

ENVIRONMENTAL IMPACT: The action is not a project subject to CEQA.

RECOMMENDATION: Adopt Resolution Appropriating \$50,000 from the Restricted Revenues Fund, City Art Fund Fees in Support of the Construction of a Tanforan Assembly Center Memorial at the San Bruno BART Station

ALTERNATIVES:

1. Do not approve funds for the memorial
2. Approve funds in an amount other than \$50,000

ATTACHMENTS:

1. Rendering of Tanforan Assembly Center Memorial
2. Resolution



RESOLUTION NO. 2022 - ____

ADOPT RESOLUTION APPROPRIATING \$50,000 FROM THE RESTRICTED REVENUES FUND, CITY ART PROGRAM FEES IN SUPPORT OF A TANFORAN ASSEMBLY CENTER MEMORIAL AT THE SAN BRUNO BART STATION

WHEREAS, The Tanforan Race Track was used in 1942 as an assembly center to detain 8,000 Bay Area Japanese Americans without due process; and

WHEREAS, The Tanforan Assembly Center Memorial Committee was formed in 2012 to organize interpretive efforts that documented Tanforan's history as a US confinement site where Japanese Americans were detained during World War II; and

WHEREAS, In 2012 the Tanforan Assembly Center Memorial Committee initiated a photographic exhibit at the San Bruno BART Station of the works of Dorothea Lange, who took photos of Japanese American families in 1942 destined for Tanforan; and

WHEREAS, After the photo exhibit was installed at the San Bruno BART Station, the Tanforan Assembly Center Memorial Committee initiated work on a permanent memorial; and

WHEREAS, Key features of the memorial will include a bronze statue of two young girls heading off to be interned, a replica horsestall, in which some internees were forced to live, signs listing the 8,000 people who were interned there; and

WHEREAS, The location of the memorial is to be on the plaza west of the San Bruno BART Station and behind the San Bruno Police Station and;

WHEREAS, The budget for the memorial is approximately \$1,250,000 and the Tanforan Assembly Center Memorial Committee has raised \$950,000 and;

WHEREAS, The San Bruno Culture and Arts Commission, at its January 20, 2022 meeting, recommended supporting the memorial with a \$50,000 appropriation.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the appropriation of \$50,000 from the Restricted Revenues Fund, City Art Program Fees in support of a Tanforan Assembly Center Memorial at the San Bruno BART Station.

Dated: February 8, 2022

-o0o-

I, Melissa Thurman, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 8th day of February, 2022 by the following vote:

AYES: Councilmembers: _____
NOES: Councilmembers: _____
ABSENT: Councilmembers: _____

ATTEST:

Melissa Thurman, MMC
City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Matthew Lee, Director

SUBJECT: Adopt Resolution Approving Amendment to the FY 2021-22 Capital Improvements Program to Include the Regulated Output Streetlight Replacement Project and Appropriating \$500,000 from the General Fund Capital Reserve

BACKGROUND: On December 14, 2021, the City began experiencing streetlight outages in Rollingwood 1, 2 and 3 neighborhoods that affected 95 streetlights on the following streets: Arbor Ct, Birch Ct, Camellia Ct, Cottonwood Dr, Crestwood Dr, Elmwood Ct, Eucalyptus Dr, Evergreen Dr, Fleetwood Dr, Greenwood Dr, Heather Ln, Maywood Dr, Oakmont Dr, Palm Ct, Pinecrest Dr, Rollingwood Dr, Sequoia Ave, Sherwood Dr, and Willow Wy. The lights within these neighborhoods are on a Regulated Output (RO) circuit that is powered by a transformer, which sends a higher voltage to all the streetlights within the circuit. A failure in the power source or the electrical wires can cause an entire string of lights to malfunction, similar to holiday lights. The City currently has 294 streetlights on eight (8) RO circuits.

Immediately after the initial outage was reported, City staff began to work closely with the City's electrical contractor and PG&E to investigate the cause of the power failure. The streetlight outage was determined to be caused by failure of the RO transformer and PG&E made repairs to the RO transformer on January 5, 2022. After the system was re-energized additional failures occurred at the spliced wire connections located at the base of multiple poles. Given the age of the system and the current condition of the electrical wires, staff determined that the best course of action was to examine and repair all wiring at the base of every pole.

The RO streetlights within the Rollingwood neighborhood are currently non-functional until all the splicing is replaced. The City has increased police patrols for the neighborhood during this outage. While it is unknown when the remaining RO transformers will fail, it will eventually happen given the service life of this system. There currently are no known manufacturers for these specific types of transformers anymore. There is a potential in a streetlight outage consisting of approximately 200 additional streetlights occurring within the Crestmoor, Mills Park and Monte Verde neighborhoods. A permanent solution that would involve replacement of the existing RO circuit to a more reliable parallel circuit to minimize future failures should be explored. Similar proposals to develop a more reliable parallel circuit streetlight system in the past were discussed and reported on in a November 10, 2015 report to City Council. The estimated cost at that time was \$4M and it was stated that funding was not able to be identified. The total cost of the repairs today is unknown; however, a new cost estimate will be prepared during the design phase of the capital improvement project that is recommended to be funded in this staff report.

DISCUSSION: Due to the condition and service life of the antiquated RO system and the lack of any manufacturers for the transformer, it is in the best interest of the residents and the city to take steps towards moving to a parallel circuit system. Other cities along the Peninsula that inherited RO systems from PG&E in the past have systematically moved to parallel systems. It was assumed in 2015 the option of pursuing a parallel system was not feasible due to the lack of identified funding. Currently there is no identified funding for the full project, but in order to move forward, staff is requesting that council fund the design phase so that the parallel system can be designed and true engineering costs to replace the system can be determined. The scope of work for the Regulated Output Streetlight Replacement Project – Design Phase involves designing for the replacement of the existing RO circuit to a parallel circuit, assessment and replacement of defective streetlight poles within the RO circuit, coordination with PG&E for construction of new power sources, developing specifications for construction bidding, and providing support during the bidding and construction process. For the project schedule, staff estimates that it will take approximately twelve (12) months to complete the design scope of work.

While the project would design for the replacement of all eight RO streetlight circuits within the City, separate construction documents would be developed for each RO circuit. This approach allows for the replacement of each individual RO circuit to a parallel circuit as construction funding becomes available and identified.

FISCAL IMPACT: There is currently no allocation for this project in the adopted 2021-22 CIP Budget. Staff is requesting an allocation of \$500,000 from the General Fund Capital Reserve to fund the design phase of this project. Sufficient funds exist in the General Fund Capital Reserve to fund the appropriation. During the design phase of the project, staff will also work with the City Council to identify and prioritize funding for the construction phase of the project.

ENVIRONMENTAL IMPACT: The proposed project qualifies for a categorical exemption per 15302 (Replacement or Reconstruction)

RECOMMENDATION: Adopt Resolution Approving Amendment to the FY 2021-22 Capital Improvements Program to Include the Regulated Output Streetlight Replacement Project and Appropriating \$500,000 from the General Fund Capital Reserve to fund the design phase of the project.

ALTERNATIVES:

1. Allocate a smaller amount for the project and identify which neighborhood should be prioritized for replacement of RO circuit to parallel circuit.
2. Do not proceed with the project.

ATTACHMENTS:

1. Resolution
2. RO Streetlight Map
3. Attachment 3 - November 10, 2015 Report to Council - Regulated Output Streetlight Status Update

RESOLUTION NO. 2022- ____

ADOPT RESOLUTION APPROVING AMENDMENT TO THE FY 2021-22 CAPITAL IMPROVEMENTS PROGRAM TO INCLUDE THE REGULATED OUTPUT STREETLIGHT REPLACEMENT PROJECT AND APPROPRIATING \$500,000 FROM THE GENERAL FUND CAPITAL RESERVE

WHEREAS, the City began experiencing streetlight outages in the Rollingwood 1,2 and 3 neighborhoods that affected 95 streetlights in mid-December 2021; and

WHEREAS, the outage was caused by failure of the Regulated Output (RO) transformer which led to additional failures at the wire connections located at the base of multiple streetlight poles; and

WHEREAS, the City currently has 294 streetlights on eight RO circuits; and

WHEREAS, it is unknown when the remaining RO transformers will fail and has the potential to lead to additional streetlight outages within the Cresmoor, Mills Park and Monte Verde neighborhoods; and

WHEREAS, the scope of work for the Regulated Output Streetlight Replacement Project involves the replacement of the RO circuits to more reliable parallel circuits; and

WHEREAS, there is currently no allocation for this project in the adopted 2021-22 CIP Budget and an allocation \$500,000 from the General Fund Capital Reserve would fund the design phase of this project.

Commented [HWR1]: Confirm

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby:

Adopt resolution approving amendment to the FY 2021-22 Capital Improvements Program to include the Regulated Output Streetlight Replacement Project and Appropriating \$500,000 from the General Fund Capital Reserve.

Commented [HWR2]: Confirm

Dated: February 8, 2022

-o0o-

I, Melissa Thurman, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 8th day of February 2022 by the following vote:




AYES:	Councilmembers:	_____
NOES:	Councilmembers	_____
ABSENT:	Councilmembers:	_____

ATTEST:








Melissa Thurman, MMC
City Clerk

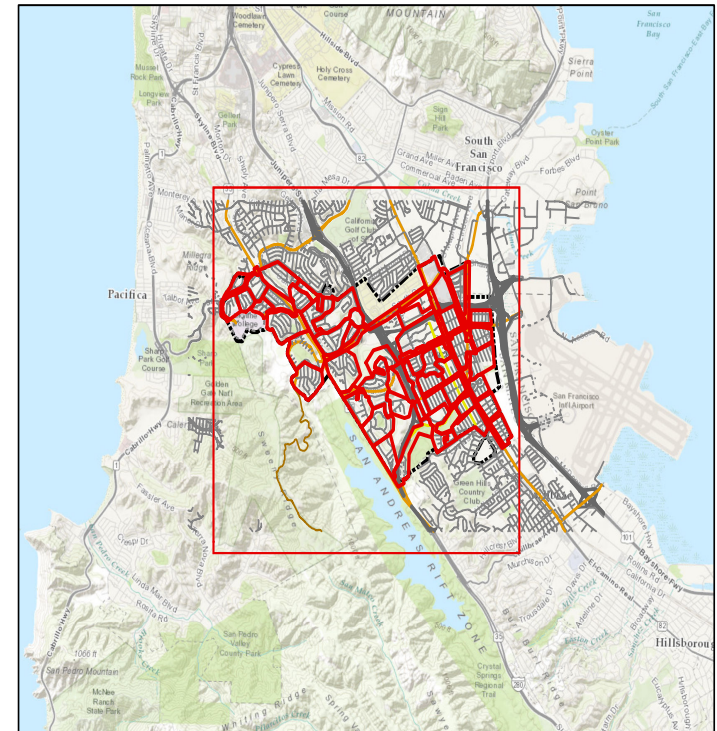
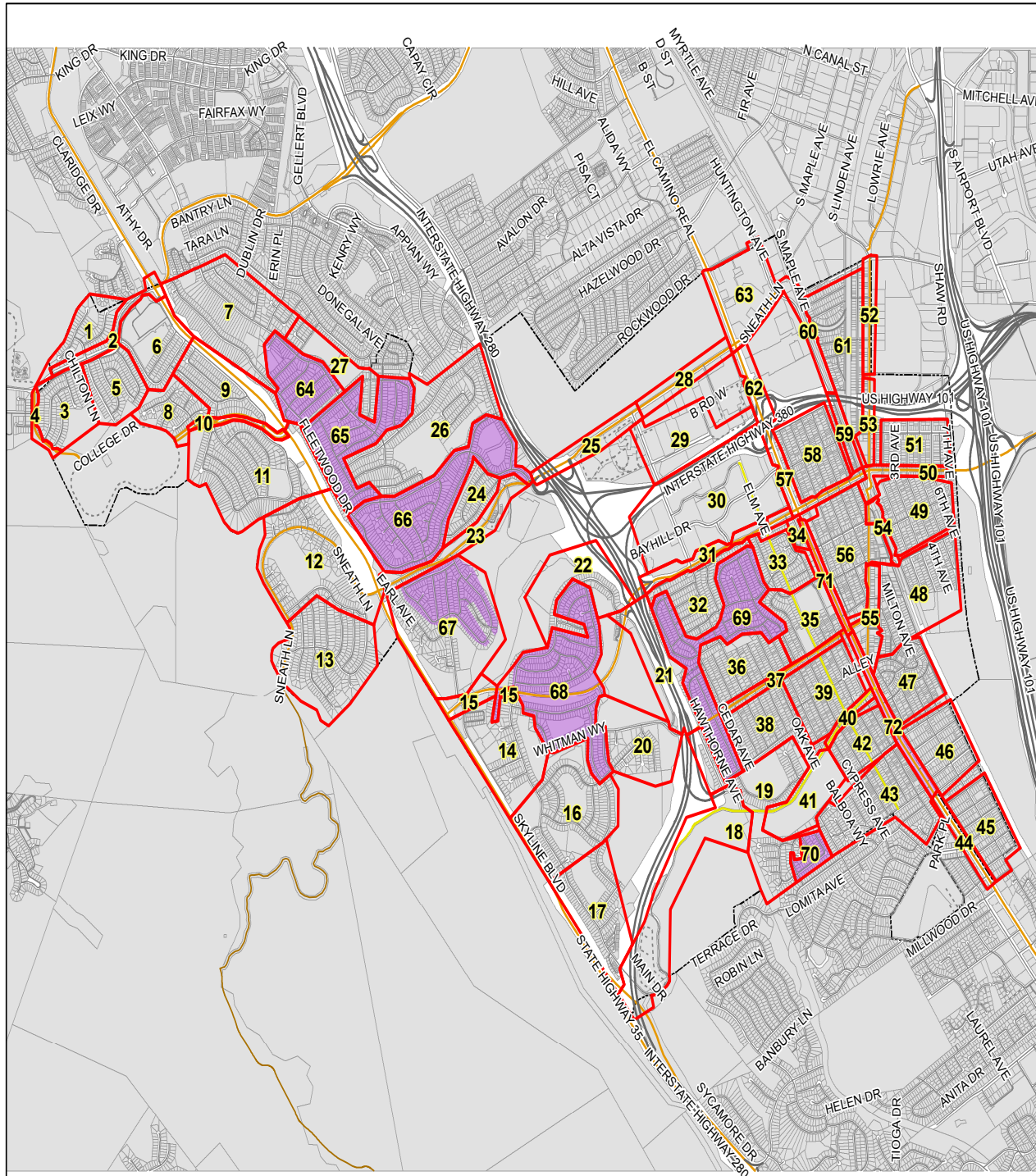
LED Street Light Conversion: Installation Map Book

Base Map

-  RO Areas
-  Parcels
-  City Boundary

Streets

-  Arterial
-  Collector
-  Dirt
-  Freeway
-  Local
-  Private
-  Ramp



1,000 Feet



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 10, 2015

TO: Honorable Mayor and City Council Members

FROM: Connie Jackson, City Manager

SUBJECT: Receive Report and Recommendations Regarding the Status of the Streetlight Outage in Crestmoor Neighborhood

BACKGROUND:

The City currently owns and maintains approximately 2,100 streetlights. The majority of the City's streetlights are on the currently parallel circuitry which is the current industry standard. However, the City's streetlight system also includes approximately 322 lights that are on nine (9) regulated output (RO) circuits. The streetlights within the RO circuit are connected in series and shares a single power source similar to holiday lights. The RO circuit requires a transformer and provides a higher voltage so there is enough voltage to light all the streetlights within the circuit. Failure in any one location along the RO series circuit will cause the entire circuit to fail resulting in streetlights outage within that neighborhood.

The Crestmoor neighborhood RO has a total of 57 streetlights which were installed during the 1950s. The RO transformer is located near the intersection of Trenton Drive and Crestmoor Drive and receives power from the high voltage power lines above the transformer. A photo cell is connected to the transformer and turns it on at night so power is supplied to the streetlights. The particular transformer supplies 6.6 amperage at up to 30,000 Watts. The circuit network consists of a single electrical wire that begins at the transformer and connect to each individual streetlight in the grid and returns to the transformer. Any issues within the RO circuit will cause the entire streetlight network to fail. For the Crestmoor neighborhood, the failure within the RO circuit has caused the streetlight outages along the following streets: Alpine Way, Crestmoor Drive, Dover Court, Essex Court, Hamilton Avenue, Kingston Avenue, Lexington Way, Madison Avenue, Markham Avenue, Princeton Drive, Trenton Drive, Whitecliff Avenue, and Whitman Way.

DISCUSSION:

On October 23, 2015, the City received a report from a resident within the Crestmoor neighborhood regarding the streetlight outage. City staff mobilized to the site and noticed the streetlight at 130 Alpine Way was sparking at the fixture head. Staff coordinated with Pacific Gas & Electric (PG&E) who owns and operates the RO to de-energize (disconnect) the system to allow the City's electrical contractor, Flower's Electric, to perform the work.

The extent of the streetlight outage was larger than initially anticipated. Staff found other streetlights along Princeton and San Bruno out of service and began performing an

assessment starting on October 26, 2015 to determine the cause. Since the RO circuit is in series, the approach to determining failure location is by performing an excavation and testing the wire to determine if there's voltage. Flower's Electric and City staff began testing the voltage on the wires at locations where the lights were off. Excavations at Lexington Drive were performed as staff believed there were burned or broken wires within the area. The existing wires were removed and replaced at three locations along Lexington Drive. Additional areas were excavated along Rosewood Drive between Madison Avenue and Markham Avenue. The existing wires were also removed and replaced at three locations along Rosewood Drive.

The City has closely coordinated with PG&E on this issue. Their staff has assisted the City with de-energizing and re-energizing the system so the City crews can safely work to assess the issues. As of November 6th, the City completed replacement of approximately 700 feet of electrical wiring, repaired 50 splices, removed and replaced two fixtures that showed possible failure, bypassed five poles that have grounded or burned, and removed three lights on Alpine Way from the RO circuit due to burned wires. PG&E crew also began preparing to install a new transformer. Staff will continue to assess the issue.

Although staff has completed numerous investigation and replacement of existing wiring with the Crestmoor neighborhood, it's difficult to estimate when all the streetlights will be back online. Staff has explored the possibility of providing temporary flood lights within the neighborhood. Although the flood lights will be operated using diesel powered engines and are susceptible to high noise level, it can be considered an option to provide a temporary illumination for pedestrian and cars travelling through the neighborhood. The estimated cost to rent 25 flood lights is approximately \$22,000 per month and requires a minimum of two weeks lead time.

In order to prevent similar streetlight outage in the future, the streetlights within the RO circuit can be converted to parallel circuit. The conversion requires the entire circuitry to be replaced by preforming detailed design of the new electrical network, installing new conduits and wires, and working closely with PG&E to design the new connections. The estimated cost for design and construction for the Crestmoor neighborhood is approximately \$500,000 with an anticipated schedule of approximately 2 years. The cost to convert all the RO circuit within the City is approximately \$3.5M - \$4M. Funding is currently unidentified at this time.

FISCAL IMPACT:

This report is presented for City Council and community information and there is no fiscal impact associated with this update.

ALTERNATIVES:

1. None – this report is presented for information only.

RECOMMENDATION:

Receive Report and Recommendations Regarding the Status of the Streetlight Outage in Crestmoor Neighborhood

ATTACHMENTS:

1. Streetlight Outage Map

DISTRIBUTION:

None

DATE PREPARED:

November 9, 2015

REVIEWED BY:

_____ CM



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Matthew Lee, Public Works Director

SUBJECT: Adopt Resolution to:

1. Authorize the City Manager to Execute a General Service Agreement with State Roofing Systems, Inc. for the Library Roof Replacement in the Amount of \$193,380, Approving a Contingency of \$19,338, and Approving a Total Budget in the Amount of \$212,718;
2. Authorize The City Manager to Execute a General Services Agreement with Matrix HG, Inc. for the Library HVAC Installation Project in the Amount of \$199,917, Approving a Contingency of \$19,991, and Approving a Total Budget in the Amount of \$219,908; and
3. Appropriating \$83,626 from the General Fund Capital Reserve Fund Balance to the Library Facility Improvement CIP Project, And Approving a Total Project Budget in the Amount of \$432,626

BACKGROUND: The City's FY 2021-22 Capital Improvement Program (CIP) includes facility improvements to the Library. This year's schedule includes repairs and replacement of the Library Roof's Heating, Ventilation, and Air Conditioning (HVAC) unit. In preparation for the project, City staff completed an assessment of the roof's condition and found the roof has reached the end of its service life and should be replaced before a new HVAC unit is installed on top of it.

DISCUSSION: As part of the City's efforts to replace the HVAC unit at the Library it was determined that the roof is nearing the end of its service life. Given the roof condition leaks can potentially occur after installing a new HVAC unit. There roof was replaced over 30 years ago with an average life span for 20 years. Records indicate that approximately \$7,000 in patch work has been performed since the last replacement. After the City worked with the firm Tremco, of Foster City, California to assess the roof, it was determined that the best course of action was to replace the Roofing system given the City's anticipated service life for the building.

The scope of the roof replacement project phase includes a complete stripping of the Library roof down to the lower sub-roof, followed by a full replacement from the sub-roof with ultraviolet (UV) reflective roofing material. The installation of the new roof will help address the slope of the roof. Over time, the slope of the current roof has shifted and water pools and does not drain off properly. The reflective surface also offers resistance to harmful UV rays and combines with maximum seam strength for durability and long-term performance. Once the roof is replaced and repaired, the HVAC unit will be installed.

The scope of the HVAC replacement includes disconnecting and removing the current rooftop unit, lifting and installing the new unit up onto the roof, connecting the unit to the electrical, drain, and duct systems, unit testing, and cleanup.

Below is a summary for the vendor selection process and replacement schedule.

In adherence to the City of San Bruno Municipal Code Section 2.44.070, the Library Roof and HVAC Replacement Project is subject to the Uniform Public Construction Cost Accounting Procedures Act ("the Act"), a state law that allows increased efficiency, decreased delays, and lower costs associated with procurement of relatively small public works contracts that are less than \$200,000. The City Council adopted the Act in 2019 as part of its Municipal Code revision process. In brief, the Act allows general law cities such as San Bruno to conduct a less formal bidding process for projects that are anticipated to cost less than \$200,000, even if a project contingency brings the potential contract amount to over \$200,000.

Roof Replacement

In December 2021, the City reached out to prequalified roof vendors and requested cost proposals for the Library Roof Replacement Project. Staff received three (3) cost proposals which are as follows:

<u>No.</u>	<u>Vendors</u>	<u>Bid Total</u>
1.	State Roofing Systems, Inc.	\$193,380
2.	I&A Contractors, Inc.	\$195,800
3.	DuBois Roofing	\$232,510

The lowest proposal received was from State Roofing Systems, Inc. in the amount of \$193,380. After careful and thorough review of the proposals received, staff has determined that State Roofing Systems, Inc. of San Leandro, California meets the qualifications and possesses the experience to complete the work. State Roofing Systems, Inc. has satisfactorily completed numerous commercial roof replacement work at various agencies and businesses in the Bay Area including the cities of Livermore, Milpitas, Palo Alto, and Pleasanton.

HVAC Replacement

In December 2021, the City reached out to prequalified HVAC installation vendors and requested cost proposals for the Library HVAC Replacement Project. Staff received two (2) cost proposals which are as follows:

<u>No.</u>	<u>Vendor</u>	<u>Bid Total</u>
1.	Matrix HG, Inc.	\$199,917
2.	Northern Services, Inc.	\$228,600

The lowest proposal received was from Matrix HG, Inc. in the amount of \$199,917. After careful and thorough review of the proposals received, staff has determined that Matrix HG, Inc. of Concord, California meets the qualifications and possesses the experience to complete the work. Matrix HG, Inc. has satisfactorily completed numerous commercial HVAC replacement and installation work at various agencies and businesses in the Bay Area, including previous work for San Bruno.

Replacement Schedule

It will take approximately three to four weeks to complete both the roof and HVAC project phases after the vendors begin their work. The roof and HVAC vendors will be on site at the same time to coordinate efforts. Replacing the roof is expected to be completed within one to two weeks, and then two to three weeks to fully install the HVAC unit. Public Works facilities staff will coordinate with the Community Services Department and Library staff to evaluate the need for temporary cooling fans or heaters. There is no expected impact to Library operations during the replacement of the HVAC or Roof.

FISCAL IMPACT: The FY 2021-22 Library Facilities Improvements Capital Improvement Program (CIP) budget includes an allocation of \$359,000 to complete replacement of the HVAC system. The Roof and HVAC vendors' combined base contract cost is \$393,297. Staff recommends a 10% contingency of \$39,329 to address potential unforeseen conditions during installation, for a total estimated project budget of \$432,626. The available CIP budget balance of \$349,000 is insufficient to fund the entire project.

An appropriation of \$83,626 is requested from the available General Fund Capital Reserve balance to the Library Facility Improvement CIP project budget to supplement the overall replacement budget.

Staff will reassess the City's funding situation during the next budget development session and try to restore the General Fund Capital Reserve to its target of \$5 million as established in the City's reserve policies.

Below is a breakdown of the full estimated project cost.

Total estimated cost for the Roof Replacement:

Vendor Agreement	\$ 193,380
Contingency (10%)	<u>19,338</u>
Total Estimated Replacement	<u>\$ 212,718</u>

Total estimated cost for the HVAC Replacement:

Vendor Agreement	\$ 199,917
Contingency (10%)	<u>19,991</u>

Total Estimated Replacement	\$ <u>219,908</u>
-----------------------------	-------------------

Total Combined estimated cost for the Library Roof and HVAC Replacement:

Roof – Total Replacement Cost	\$ 212,718
HVAC – Total Replacement Cost	<u>219,908</u>
Total Combined Estimated Replacement Phase	\$ <u>432,626</u>

ENVIRONMENTAL IMPACT: There is no environmental impact.

RECOMMENDATION:

Adopt Resolution to:

1. Authorize the City Manager to Execute a General Service Agreement with State Roofing Systems, Inc. for the Library Roof Replacement in the Amount of \$193,380, Approving a Contingency of \$19,338, and Approving a Total Budget in the Amount of \$212,718;
2. Authorize The City Manager to Execute a General Services Agreement with Matrix HG, Inc. for the Library HVAC Installation Project in the Amount of \$199,917, Approving a Contingency of \$19,991, and Approving a Total Budget in the Amount of \$219,908; and
3. Appropriating \$83,626 from the General Fund Capital Reserve Fund Balance to the Library Facility Improvement CIP Project, And Approving a Total Project Budget in the Amount of \$432,626

ALTERNATIVES:

1. Delay replacement of the Library Roof and HVAC replacement. As the roof is in poor condition, the project to replace the HVAC unit will have to be delayed until the roof is replaced to prevent future leaks due to the roof being at the end of its useful life.
2. Replace the HVAC unit and patch the existing roof system and assume the risk of potential roof leak after installation. If a roof leak occurs after patching, the next viable solution would be to replace the roof.

ATTACHMENTS:

1. Resolution
2. CIP Budget
3. Roof Analysis Report

RESOLUTION NO. 2022- ____

RESOLUTION

- **AUTHORIZING THE CITY MANAGER TO EXECUTE A GENERAL SERVICES AGREEMENT WITH STATE ROOFING SYSTEMS, INC. FOR THE LIBRARY ROOF INSTALLATION PROJECT IN THE AMOUNT OF \$193,380, APPROVING A CONTINGENCY OF \$19,338, AND APPROVING A TOTAL BUDGET IN THE AMOUNT OF \$212,718;**
- **AUTHORIZING THE CITY MANAGER TO EXECUTE A GENERAL SERVICES AGREEMENT WITH MATRIX HG, INC. FOR THE LIBRARY HVAC INSTALLATION PROJECT IN THE AMOUNT OF \$199,917, APPROVING A CONTINGENCY OF \$19,991, AND APPROVING A TOTAL BUDGET IN THE AMOUNT OF \$219,908; AND**
- **APPROPRIATING \$83,626 FROM THE GENERAL FUND CAPITAL RESERVE FUND BALANCE TO THE LIBRARY FACILITY IMPROVEMENT CIP PROJECT, AND APPROVING A TOTAL PROJECT BUDGET IN THE AMOUNT OF 4432,626**

WHEREAS, the City's FY 2021-22 Capital Improvement Program (CIP) includes facility improvements to the Library building, with specific repairs and replacement of the Library roof's Heating, Ventilation, and Air Conditioning (HVAC) unit; and

WHEREAS, in preparation for the project, City staff completed an assessment of the roof's condition and found the roof has reached the end of its service life and should be replaced before a new HVAC unit is installed on top of it; and

WHEREAS, the scope of the roof replacement project phase includes a full roof replacement down to the sub-roof with newer roofing material, which will provide structural support for the HVAC unit, the roof slope will be adjusted to drain water, and will be made of a reflective surface that offers resistance to harmful ultraviolet (UV) rays and combines with maximum seam strength for durability and long-term performance, with project work estimated to be completed within two weeks; and

WHEREAS, the scope of the HVAC replacement includes disconnecting and removing the current rooftop unit, lifting and installing the new unit up onto the roof, connecting the unit to the electrical, drain, and duct systems, unit testing, and cleanup, with project work estimated to be completed within three weeks; and

WHEREAS, in December 2021 the City reached out to several roof and HVAC contractors and requested cost proposals for the Library Roof and HVAC Replacement Project; and

WHEREAS, the lowest roof replacement proposal received was from State Roofing Systems, Inc. of San Leandro, California, in the amount of \$193,380; and

WHEREAS, the lowest HVAC replacement proposal received was from Matrix HG, Inc. of Concord, California, in the amount of \$199,917; and

WHEREAS, the total project cost to replace the roof is \$212,718, which includes a base contract cost of \$193,380 and an installation contingency of \$19,338; and

WHEREAS, the total project cost to the replace the HVAC unit is \$219,908, which includes a base contract cost of \$199,917 and an installation contingency of \$19,991; and

WHEREAS, the total combined cost to the replace the roof and the HVAC unit is \$432,626, which includes the base contracts and installation contingencies; and

WHEREAS, there is \$349,000 remaining in the Library Facility Improvement CIP project budget; and

WHEREAS, an appropriation of \$83,626 is requested from the General Capital Revolving Fund balance to the Library Facility Improvement CIP project budget to supplement the overall construction phase budget; and

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby:

- Authorizes the City Manager to Execute a General Services Agreement with State Roofing Systems, Inc. for the Library Roof Installation project in the amount of \$193,380, approving a contingency of \$19,338, and approving a total budget in the amount of \$212,718;
- Authorizes the City Manager to execute a General Services Agreement with Matrix HG, Inc. for the Library HVAC Installation project in the amount of \$199,917, approving a contingency of \$19,991, and approving a total budget in the amount of \$219,908; and
- Appropriates \$83,626 from the General Fund Capital Reserve Fund Balance to the Library Facility Improvement CIP project, and approves a total project budget in the amount of \$432,626

Dated: February 8, 2022

-o0o-

I, Melissa Thurman, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 8th day of February 2022 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

ATTEST:

Melissa Thurman, MMC
City Clerk

Facilities

Facilities

Library Facility Improvements

PROJECT #: 51012

Total Project Budget: \$ 359,000

DEPARTMENT: Community Services/Public Works		FY2021-22							Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
General Fund Capital Reserve	61,000	61,000	-	61,000	-	-	-	-	61,000
Library Construction Donations	298,000	298,000	-	298,000	-	-	-	-	298,000
Total	\$ 359,000	\$ 359,000	\$ -	\$ 359,000	\$ -	\$ -	\$ -	\$ -	\$ 359,000

PROJECT APPROPRIATIONS		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Design	50,000	50,000	-	50,000	-	-	-	-	50,000
Construction	309,000	309,000	-	309,000	-	-	-	-	309,000
Total	\$ 359,000	\$ 359,000	\$ -	\$ 359,000	\$ -	\$ -	\$ -	\$ -	\$ 359,000

Project Description: The San Bruno Public Library has had limited facility improvements and currently lacks many modern-day needed building amenities. This CIP allocates additional funds to improve the Library's infrastructure and will bring the building up to modern codes and standards. Currently the HVAC system has exceeded its expected life cycle, often malfunctions, and is ineffective in some areas of the building.

Project Details	
-----------------	--

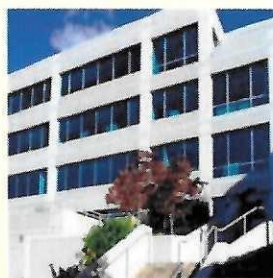
Initial Funding Year	FY2018-19
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$0

Roof Analysis Report

for

City of San Bruno
567 El Camino Real
San Bruno, CA 94066

Library
San Bruno, CA



Submitted by:
Sal Salem

Tremco, Inc.
743 Shell Blvd
Foster City, CA 94404

October 27, 2021

Building Life. Managed.

www.tremcoroofing.com

82 of 124

TREMCO

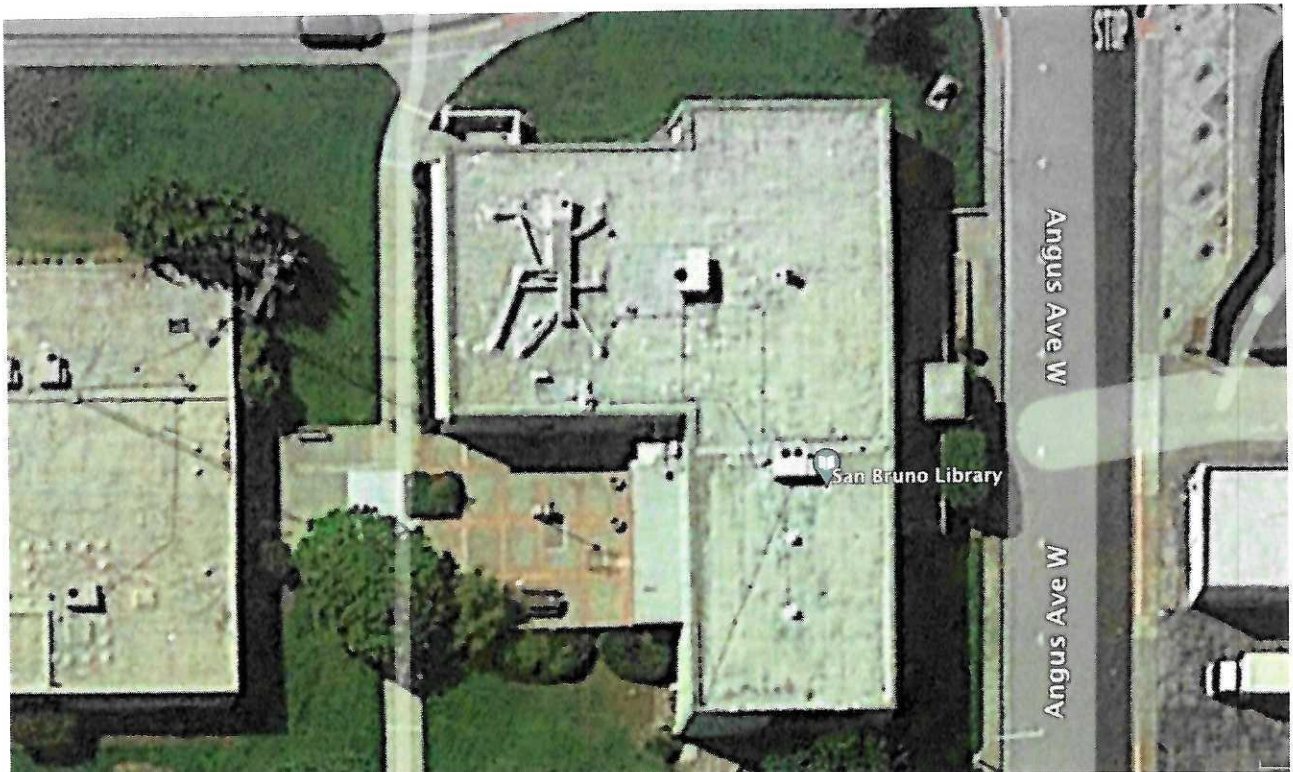
October 27, 2021

Ross Shkuratov
City of San Bruno
567 El Camino Real
San Bruno, CA

Dear Mr. Shkuratov,

A site visit and roof inspection were conducted on October 5, 2021 for the subject property. The following is a summary of my findings along with recommendations to address both the short term and long-term roofing needs for this campus.

Building Overview



Construction:

Roof Level:	Main Building
Roof Type:	SPUF
Membrane:	SPUF
Insulation:	½" Gypsum
Surfacing:	Granules
Deck:	Wood
Slope:	¼"
Drainage:	Internal Gutters
Year installed:	2004 (estimate)
Roof Area:	8,800 Sq. Ft.

Observations / Deficiencies:

- Signs of previous repairs
- Damage to the parapet walls
- Several holes in the field of the roof
- Granules collecting in the low points and corners of the roof
- Leaves collecting in the low points and corners of the roof
- Several blisters
- Mild occurrences of ponding
- Outstanding maintenance needs
- Several leaks reported

1. Overview of the roof.



2. Close-up photo of isolated areas of failure.



3. Close-up photo of SPUF failure.



4. Close-up photo of granules collecting on the roof. As granules become loose, the membrane is no longer protected.



5. Close-up photo of blisters/previous repairs.



6. Close-up photo of several blisters and repairs.



7. Openings in the ductwork.



8. Close-up photo of openings along the perimeter.



9. Close-up photo of damage to the perimeter of the roof.



10. Close-up photo of previous repairs made to the roof.



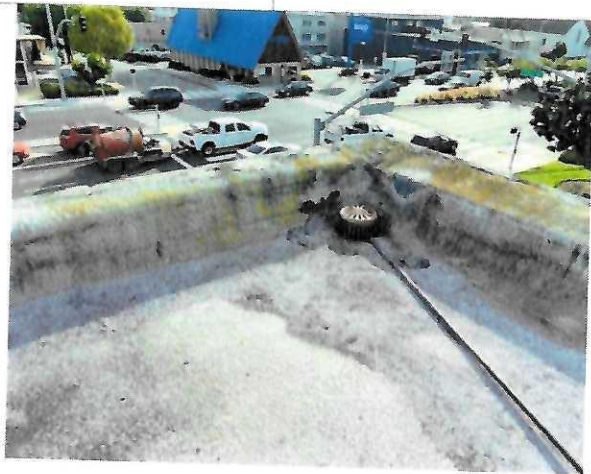
11. Close-up photo of failure at the perimeter of the roof.



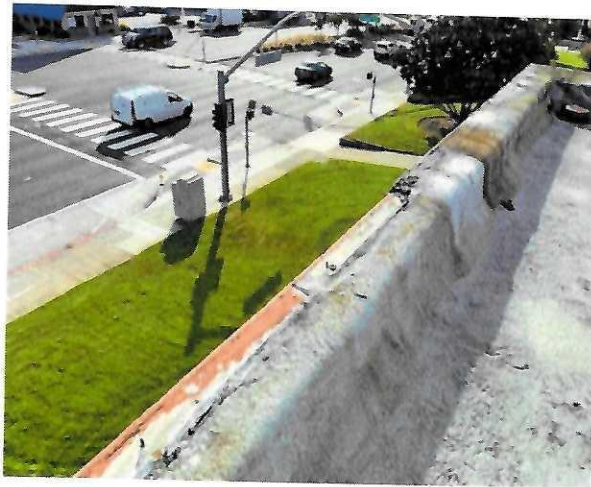
12. Close-up photo of granules collecting in the corners of the roof.



13. Photo of granule collection.



14. Damaged perimeter.



15. Close-up photo of a core sample.





Short Term:

Repairs to the roof consisting of the following. These repairs should only be made as a temporary band-aid while funding for roof replacement.

1. 3-course the damaged areas of the roof using AlphaGuard MT + Permafab.
2. 3-course damaged perimeters using Alphaguard MT + Permafab.

Cost Estimate: \$7,500

Short Term (Annual Basis) – Tremcare Gold:

- A comprehensive roof maintenance program that helps prevent premature deterioration and keeps your roofing assets in top working order.
- Housekeeping: removal of incidental debris (leaves, branches, etc.) from the roof, drains and gutters during scheduled, periodic housekeeping operations
- Preventive Maintenance: maintenance of your roofs in their present condition by making minor repairs to the membrane and flashing systems
- 24-Hour Emergency Leak Response - priority treatment

Long Term:

Single Ply: Tremco's Tremply TPA System

After decades of performance, the roof has reached the end of its service life and should be budgeted for replacement. Tremco's Tremply TPA Single Ply system would be an excellent system for this roof. The reflective surface offers resistance to harmful UV rays and combines with maximum seam strength for durability and long-term performance. The roofs can also have walk pads installed on them for slip resistance. The speed of installation will provide for significant labor cost savings at prevailing wage rates.

Preliminary Cost Estimate: \$175,000-\$185,000

Thank you for the opportunity to assist you with this assessment. As you prepare to evaluate potential modernization projects at this site, I would welcome the opportunity to consult with the District on the impact any such work would have on the existing roofing infrastructure. Please do not hesitate to contact me if there are any questions or concerns.

Sal Salem
Field Advisor
Tremco, Inc.
209.663.7000



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Ari Delay, Fire Chief

SUBJECT: Adopt Resolution of the City Council of the City of San Bruno Acknowledging Receipt of a Report Made by the Fire Chief of the San Bruno Fire Department Regarding the Inspection of Certain Occupancies Required to Have Annual Inspections Performed Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code

BACKGROUND: The California State Fire Marshal's Office prior to 2019 required certain occupancies to be inspected annually by local fire departments pursuant to California Health and Safety Code Sections 13146.2 and 13146.3. These occupancies include hotels/motels, multi-family residences with 3 or more units, and K-12 public and private schools to enforce current building and fire safety standards. After several multi-family apartment fatality fires in 2016 and 2017, including the December 2, 2016, "Ghost Ship Warehouse" fire that killed 36 people, a bay area news group collected eight years of data from 12 bay area fire departments and found that many schools and apartments were not being inspected annually as required by law. In 2018, State Senator Jerry Hill (San Mateo) introduced SB1205, a bill that would require every city, county fire department, or district required to perform the State Mandated inspections, to report inspection results annually. Senate Bill 1205 (Hill) was signed into law on September 27, 2018, adding Section 13146.4 to the California Health and Safety Code.

DISCUSSION: San Bruno Fire Department conducts a fire and life safety inspection program, which includes inspecting all state-mandated occupancies annually. The fire inspection cycle runs from January 1st through December 31st annually. The purpose of annual fire and life safety inspections is to mitigate known hazards, reduce risk to the community and ensure reasonable compliance with the California Fire Code. The San Bruno Fire Department utilizes an inspection records management system (RMS), to track the annual inspections and document observed code enforcement violations. These annual inspections are conducted on iPad's eliminating problems associated with paper files and allowing violations to be documented in an electronic database.

Section 13146.2 of the California Health and Safety Code (HSC) mandates that the

local fire department inspect all hotels, motels, lodging houses, and apartments consisting of three or more attached units annually. In 2021 The San Bruno Fire Department inspected 100% of the 370 hotels, motels, lodging houses, and apartments consisting of three or more attached units identified in our records management system.

Section 13146.3 of the California Health and Safety Code (HSC) also mandates that the local fire department inspect all public and private schools once annually. In 2021 The San Bruno Fire Department inspected 100% of the 25 public and private school locations identified in our records management system.

FISCAL IMPACT: There is no fiscal impact.

ENVIRONMENTAL IMPACT: The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION: Staff recommends that the City Council adopt the attached resolution and accept this report on the status of all 2021 state-mandated annual fire inspections in the City of San Bruno as required by California Health and Safety Code Section 13146.4.

ALTERNATIVES: There are no alternatives considered for this item.

ATTACHMENTS:

1. Resolution
2. SB 1205

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the San Bruno Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

WHEREAS, California Health & Safety Code Section 13146.2 requires all fire departments, including the San Bruno Fire Department, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

WHEREAS, the City Council intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the San Bruno Fire Department's compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the San Bruno City Council acknowledges the measure of compliance of the San Bruno Fire Department with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the City of San Bruno, as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the City of San Bruno, there lie 25 Group E occupancies, buildings, structures and/or facilities.

During calendar year 2021, the San Bruno Fire Department completed the annual inspection of 25 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100 % for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including residential care facilities). These residential care facilities have several different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the City of San Bruno, there lie 370 Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2021, the San Bruno Fire Department completed the annual inspection of 370 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100 % for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying

staff report for this resolution.

---oOo---

I hereby certify that foregoing **Resolution No. 2022 -**
was adopted by the San Bruno City Council at a regular meeting on
February 8, 2022 by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ATTEST:

Melissa Thurman, MMC
City Clerk

Senate Bill No. 1205

CHAPTER 854

An act to add Section 13146.4 to the Health and Safety Code, relating to fire protection.

[Approved by Governor September 27, 2018. Filed with
Secretary of State September 27, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 1205, Hill. Fire protection services: inspections: compliance reporting.

Existing law requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

This bill would require every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill would require the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this bill would expand the responsibility of a local agency, the bill would create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. Section 13146.4 is added to the Health and Safety Code, to read:

13146.4. (a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant

to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.

(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

(d) For purposes of this section, “administering authority” means a city council, county board of supervisors, or district board, as the case may be.

SEC. 2. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

O



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Pamela Wu, Community Development Director

SUBJECT: Receive Report and Provide Direction Regarding Proposed Amendments to Public Noticing Procedures for Development Projects

BACKGROUND: The purpose of the study session is to provide City Council information on current public noticing requirements for various projects and to seek direction on amending the existing procedures for public noticing, particularly larger development projects.

Consistent with state law, the City of San Bruno provides public notification for residential and commercial development projects and rezonings as described in San Bruno Municipal Code (SBMC) Section 12.132. Generally, hearings by the Architectural Review Committee (ARC), Planning Commission or City Council are noticed in the following ways:

- Publication of public hearing agendas in the newspaper at least 10 days prior to the hearing.
- Mailing of Public Notices to property owners within 300-ft for applicable entitlement approvals.
- Public Notice by at least $\frac{1}{4}$ page in the newspaper or placing an insert into a general mailing to affected owners of a proposed rezoning action that will be affecting more than 1,000 property owners.
- Mailing of Public Notices to property owners within 300-ft or, alternatively, noticing in the newspaper and property posting of hearing notices in 3 places for use permits, architectural review permits, planned unit permits, variances and appeals at least 10 days prior to the public hearing.
- Mailing of Public Notice to anyone who has requested notification.

Below is a listing of typical types of notification provided for various types of projects:

Residential Projects

New single-family residences, residential additions that trigger a development threshold and small multi-family residential projects (six units or less) require review by the

Architectural Review Committee (ARC). A Public Notice is mailed 10-days prior to the hearing to property owners within 300-ft. If the ARC decision is final, a Public Notice is also published in the newspaper. If a residential project is also required to be reviewed by the Planning Commission, an additional notice is sent to property owners within 300-ft and a notice is published in the newspaper. The public hearing agenda is posted at City Hall and on the Department website at least 72 hours prior to the meeting. Per the new fee schedule, applicants pay \$1,678 for costs associated with complying with the public noticing requirement, in addition to applicable planning review fees.

Accessory Dwelling Units

Due to recent state law changes, the review of Accessory Dwelling Units (ADU's) is subject to ministerial building permit process only. Public notification is not required, and not provided for these units.

Small Commercial Projects

Small commercial projects which require review by the Architectural Review Committee (ARC) and/or the Planning Commission are noticed 10-days prior to the hearing to property owners and tenants within 300-ft. This includes Conditional Use Permits for new uses in existing commercial spaces. If the ARC decision is final, a notice is published in the newspaper. If a commercial project is also required to be reviewed by the Planning Commission, an additional notice is sent to property owners within 300-ft and a Public Notice is published in the newspaper. Public hearing agenda is posted at City Hall and on the Department website at least 72 hours prior to the meeting. Per the new fee schedule, applicants pay \$1,678 for costs associated with complying with the public requirement in addition to application fees, or, if it is an application type requiring a developer's reimbursement account deposit, costs associated are paid through the account deposit.

Transit Corridors Specific Plan Projects/Bayhill Specific Plan

Projects within the Transit Corridors Plan area are required to submit for a pre-application review whereby the applicant is required to host a community meeting to gain project input. The city often assists by providing the mailing list that are used throughout the entitlement process. By policy, a larger radius of 600-ft has been used to inform property owners, residents and tenants of the project. A similar 600-ft radius was used throughout the Bayhill Specific Plan and YouTube Phase 1 development project process. Noticing or mailing list preparation fees are paid through developer funded deposit accounts.

DISCUSSION: The City Council requested a discussion of public noticing requirement due to concerns expressed about the possible need for additional notification of various types of projects. Consistent with state law (Specifically Government Code 65091, Planning and Zoning statutes), Chapter 12.132.010 of the SBMC requires mailing of

notices of public hearings to property owners within 300-ft of the site of a proposed planning action at least 10 days prior to a public hearing. Both the state statute and the Municipal Code allow for additional notice of a hearing in such manner as deemed “necessary or desirable.” Many local jurisdictions in California mirror the state law requirements in their Municipal Codes but have also developed notification procedures which increase notification for certain types of applications.

In addition to noticing, the Planning Department maintains information on the city website of major development projects or planning initiatives, such as the Bayhill Specific Plan, where information and documents can be accessed by the public. Individuals can request to be added to mailing lists for future projects by contacting the project planner even if they are not within 300’ or 600’ of the project site.

For single-family residential additions, staff finds that the 300’ notification to property owners is sufficient. Interest in residential additions or new residential structures is generally only expressed by nearby or adjacent property owners.

For larger development projects within the Transit Corridors Specific Plan (TCP), or larger infill residential sites, use of a 600-ft radius has been useful for larger projects and can be affirmed by the City Council as a desired policy. Since the TCP allows for greater height of structures often in close proximity to lower density residential zones, additional notification of these development allows the project to be reviewed by a larger audience.

Staff also surveyed surrounding jurisdictions for public noticing requirements, and the following table summarizes their requirements (all include publication of public notice requirement in newspaper 10 days prior, where required):

<i>Jurisdiction</i>	<i>Single Family Residential</i>	<i>Small Multi-family and commercial</i>	<i>Large projects</i>
South San Francisco	300-ft	300-ft	300-ft
Millbrae	300-ft + adjacent neighbor comment	300-ft	300-ft
Pacifica*	500-ft	500-ft	500-ft
Burlingame	300-ft	300-ft if less than 5 units or 10,000 sf; 500-ft if over	500-ft extended to end of blocks plus small, 8 ½”x 11” site posting(s).

*Site posting at 3 locations if project is in the coastal zone.

In considering larger new development projects or planning efforts in San Bruno in the near future, additional noticing considerations can be made for the following types of developments:

- All TCP projects that are adjoining or adjacent to any existing residential or commercial uses;
- Redevelopment of the Engvall school site;
- Redevelopment of the Crestmoor school site; and
- Larger rezoning or planning efforts on sites greater than 5 acres in size.
- Projects under 5-acre in size but contains building over 10,000 s.f. or more than 6-units (such as the vacant site at the Crossings).

With these development types in mind (and possibly other larger projects that are not listed above), staff recommends the following public notice radius in addition to the required newspaper publication requirement:

Development Project Type	Current radius requirement	Proposed Amendments
Single Family Residential	300-ft radius from subject site	None
Small Multi-family (<6-units) and commercial (<10,000 sq. ft. in size)	300-ft radius from subject site	None
Projects under 5 acres in size but with proposed building size over 10,000 sq. ft. or 6+ residential units	300-ft radius from subject site	500-ft radius from subject site
All projects withing the TCP	600-ft radius from subject site (for larger projects that are subject to pre-app only	600-ft radius from subject site for all project types
Redevelopment of School Sites, 5 acre or larger sites	300-ft radius from subject site	1,000-ft radius from subject site

In addition to the noticing requirements above, staff has been communicating the project status via social media to increase community awareness of larger projects.

The following table summarizes the public notice radius requirements for all types of projects, with the updated notification requirements shown in bold:

Development Project Type	Policy/Requirement
Single Family Residential	300-ft radius from subject site
Small Multi-family (<6-units) and commercial (<10,000 sq. ft. in size)	300-ft radius from subject site
Projects under 5 acres in size but with proposed building size over 10,000 sq. ft. or 6+ residential units	500-ft radius from subject site
All projects in the TCP area	600-ft radius from subject site
Larger rezoning or planning efforts on sites greater than 5 acres or larger in size	1,000-ft radius from subject site

Next steps: If the City Council decides to modify noticing requirements, the next steps would be to 1) adopt a resolution and 2) direct staff to update the TCP preapplication checklist and other application materials.

FISCAL IMPACT: An increase in notification requirements would lead to additional staff time and publication costs which may not be recoverable for smaller fixed-fee residential and minor commercial applications unless the current fee of \$1,678 is re-evaluated and possibly increased. However, since larger applications are processed through a developer reimbursement agreement deposit account, additional noticing costs are passed on to the applicant. Costs for additional noticing for city-initiated projects or plans would be borne by the city.

ENVIRONMENTAL IMPACT: The City Council study session is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

ALTERNATIVES: Receive the report and discuss the city's public noticing policy. The City Council can direct staff to return at the next meeting with a noticing policy as outlined above and shown in the attached draft resolution (Attachment 1). Alternatively, the Council can receive report and direct staff to make no changes to the current public noticing requirement.

ATTACHMENTS:

1. DRAFT City Council Resolution 2022

RESOLUTION NO. 2022 - ____

RESOLUTION ADOPTING PUBLIC NOTICING POLICY FOR DEVELOPMENT PROJECTS

WHEREAS, Consistent with state law, the City of San Bruno provides public notification for residential and commercial development projects and rezonings as described in San Bruno Municipal Code (SBMC) Section 12.132; and

WHEREAS, Consistent with state law (Specifically Government Code 65091, Planning and Zoning statutes), Chapter 12.132.010 of the SBMC requires mailing of notices of public hearings to property owners within 300' of the site of a proposed planning action at least 10 days prior to a hearing. Both the state statute and the Municipal Code allow for additional notice of a hearing in such manner as deemed "necessary or desirable." ; and

WHEREAS, the City Council finds that increases notification requirements for certain types of new development projects is necessary and desirable due to their potential impact to the community; and

WHEREAS, on February 8, 2022 the City Council held a study session regarding public noticing requirements and directed staff to amend current noticing policy; and

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby adopts the following notification requirements for proposed development projects in the city:

Development Project Type	Policy/Requirement
Single Family Residential	300-ft radius from subject site
Small Multi-family (<6-units) and commercial (<10,000 sq. ft. in size)	300-ft radius from subject site
Projects under 5 acres in size but with proposed building size over 10,000 sq. ft. or 6+ residential units	500-ft radius from subject site
All projects in the Transit Corridors Plan (TCP) area	600-ft radius from subject site
Larger rezonings or planning efforts on sites greater than 5 acres in size	1,000-ft radius from subject site

I, Melissa Thurman, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 22nd Day of XX, 2022 by the following vote:

AYES: Councilmembers: _____
NOES: Councilmembers _____
ABSENT: Councilmembers: _____

ATTEST:

Melissa Thurman, MMC
City Clerk



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Matthew Lee, Public Works Director

SUBJECT: Adopt the Following Resolutions Relating to the City of San Bruno Recreation and Aquatic Center Project:

- Approving a Project Budget Increase of \$560,000 to Adjust the Total Project Budget from \$59,980,228 to \$60,540,228;
 - Authorizing the City Manager to appropriate an additional \$346,000 from the Water Fund to fund Water related work and contingency for the project;
 - Authorizing the City Manager to appropriate an additional \$104,000 from the Sewer Fund to fund the Sewer related work and contingency for the project;
 - Authorize the City Manager to appropriate an additional \$110,000 of Park In-Lieu Funding to fund the additional permanent sidewalk improvement for the project;
- Appropriating Project Budget for the Following Agreements:
 - Good City to Provide Planning and Permit Compliance Services in an Amount Not to Exceed \$150,000;
 - Audrey V. Jones-Taylor to Provide Project Management and Business Plan Services in an Amount Not to Exceed \$127,500;
 - In addition, Authorizing the City Manager to Amend Various Agreements:
 - Group 4 Architects to Provide Design Support through the Construction Phase in the Amount of \$746,062 for a Total Agreement Amount Not to Exceed \$6,585,350;
 - Griffin Structures Inc., to Provide Construction Management Services in the Amount of \$350,000 for a Total Agreement Amount Not to Exceed \$1,279,000;
 - CPM Associates Inc., to Provide Project Management and Construction Coordination Support in the Amount of \$860,250 for a Total Agreement Amount Not to Exceed \$935,250; and
 - Authorizing Utilization of \$1,039,456 of Construction Contingency to Fund the Project Soft Costs

BACKGROUND: This staff report includes various budgetary updates related to the City's Recreation and Aquatic Center (RAC) project. The report includes contract/agreement adjustments, budgetary changes, and various project cleanup items related to the transition of the project from its design phases (that were administrated by the City Manager's Office and the Community Services Department) to now being a project that is under construction and administered by the Public Works Department. Additionally, items that were previously funded as grant reimbursables (paid for by a grant from the San Bruno Community Foundation) during the design phases of the project are requested to be appropriated to the RAC capital improvement project account for efficient accounting of all project related expenses.

In 2015, the San Bruno Community Foundation conducted a broad-based Community Listening Campaign to identify the community's priorities for use of the restitution funds received following the 2010 Pacific Gas & Electric Company (PG&E) gas pipeline explosion in San Bruno's Crestmoor neighborhood. To narrow the results of the Listening Campaign, the City conducted a subsequent facilitated community discussion in 2016, to establish community facility prioritization, which identified replacement of the Veterans Memorial Recreation Center and Swimming Pool as the community's highest priority.

The new Recreation and Aquatics Center Project has been planned as a single project located in San Bruno City Park, 251 City Park Way, in the same general area as the existing Veterans Memorial Recreation Center.

The first two of three separate phases of the Project are complete. Phase I of work included the conceptual design of the new Recreation and Aquatics Center (RAC). Phase II served to develop the schematic design plans and construction drawings. The City is currently in the final, Phase III, of project which is construction.

This staff report details budget and scope adjustments that were made in Phase II and Phase III that require a project budget adjustment and authorization for the City Manager to amend agreements to ensure the project has sufficient funds and contingency to be successfully completed and to align agreements with budgets.

The budget adjustments include appropriating additional funds to fully fund the water and sewer work and their respective contingencies, as well as funding permanent pedestrian sidewalk improvements not originally included in the Project scope. No other new appropriations are requested at this time. Adjustments to agreements are proposed to be funded by contingency. Adjustments are needed for additional services unanticipated at the time of the original scoping of the Project or were included as additive services in agreements that were not previously funded which include but are not limited to items such as additional design services, construction management, project management, permitting, and environmental monitoring services to ensure successful completion of the design phase and project construction.

The current request excludes the solar funding request as staff continue to look for alternative funding sources for that component of the building.

A summary of the primary Project agreements and contract for the RAC are described below.

Group 4 Architecture

On December 12, 2017, the City Council approved an agreement with Group 4 Architecture to prepare conceptual designs. On July 24, 2018, City Council approved an agreement with Group 4 Architecture for the development of design and construction documents (Phase II). To complete the construction documents and to allow the project to obtain environmental clearance, additional services were added to Group 4's tasks and to their respective subconsultants to prepare the necessary documents to comply with the California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) requirements related to biological, archaeological, and historical permits. Additional work included required biological and archaeological training and monitoring during construction. On June 8, 2021, Project budget was authorized for the additional services in Phase II required to complete the designs and environmental clearance. A portion of Group 4's contract amount that was allotted for tasks to complete the Project in Phase III was spent during Phase II in order to expedite the Phase II completion. The funding for those tasks needs to be reconciled in order to continue to utilize Group 4's services during to Phase III to complete the project, which requires an agreement amendment.

Griffin Structures Due to limited staff resources, the City determined it was unable to dedicate a City staff person as project manager to coordinate design and construction documents preparation. In March 2019, City Council approved an agreement with Griffin Structures to provide comprehensive pre-construction project management and construction management services to provide constructability review, bidding assistance and project budget preparation during Phase I and II of the Project. Griffin's assistance during the pre-construction phase, including the environmental permitting process and design changes, resulted in spending a portion of Griffin's agreement amount in Phase II that was allotted for tasks through completion of the Project in Phase III in advance. Additionally, the environmental clearance period extended the timeline of Phase II. The funding for those tasks needs to be reconciled to continue to utilize Griffin's services during Phase III to complete the project.

Good City Company Good City Company was retained by the City to process the entitlement approval in July 2019. The scope for the service was initiated by the Community and Economic Development Department. Work performed under the agreement included reviewing development plans, processing a Conditional Use Permit, preparing staff reports and conditions of approval Planning Commission's review. The work also included coordination with the environmental consultant to prepare the RAC environmental document. Good City Company worked with the environmental

consultant on the completion of a historic assessment of the Veteran Memorial Hall building.

Since project entitlement, the Good City Company assisted the City in other areas such as to satisfy conditions of approval, to review construction drawings for building permit compliance and to follow through with various permit requirements from the California Department of Fish and Wildlife (CDFW), U.S. Army Corps of Engineers (USACE), U.S. Fish and Wildlife Services (USFWS), and Regional Water Quality Control Board (RWQCB).

More recently, the Good City Company's efforts has been focusing on monitoring and reporting for biological, cultural, historical, and archaeological protection and conservation. Good City Company will serve as the Project Permit Coordinator in the remaining construction phase by coordinating compliance with all permit requirements with the construction team.

Audree V. Jones-Taylor On May 18, 2020, the City retained Audree V. Jones-Taylor to provide consultancy services to management and staff in the Community Services Department in the areas of parks, recreation, aquatic, senior, library, and park maintenance services. Additionally, the consultant scoped of work was expanded to include the development of a Business Plan for the RAC and serve as the Project Manager for the project after the departure of the Community Services Director for several months until a new Director was hired.

CPM Associates Inc. Due to limited staff resources to dedicate a project manager and support staff to oversee and coordinate consultants work with various City Departments and to the public, and considering the magnitude and complexity of the project, it was determined consultant project manager was necessary before construction began. In July 2021 a request for qualifications (RFQ) was sent to various qualified firms requesting staff project management augmentation services during the construction phase of the Project.

CPM Associates Inc. was selected from several qualified firms and will be serve as the City's Project Manager overseeing all the work of the construction manager, architect, builder, and subcontractors to ensure that the Project is completed in conformance with the City's scope, quality, schedule and budget requirements. CPM Associates provided day-to-day coordination with City staff, Griffin and Group 4 while overseeing the overall progress of the project, reviewing progress payments, change orders and funding coordination, will be leading various project team meetings and providing regular project updates to the City Council, RAC Advisory Committee and San Bruno Community Foundation.

Lathrop Construction Inc. On June 8, 2021, the City Council authorized the City Manager to execute a construction contract with Lathrop Construction Inc., in an amount not-to-exceed \$43,031,000 with a contingency of \$4,687,046 and approved the

total Project budget of \$59,980,228. The construction notice-to-proceed was issued on September 7, 2021. Construction is expected to complete by fall of 2023. No changes are requested to this contract.

DISCUSSION: The scope of the Project includes realigning City Park Way to relocate the stormwater culvert and optimize the layout of the parking facilities and roadway. As part of the relocation and in keeping with best practices and to keep water, fire, and sewer services available to parts of the city during construction, the water main and sanitary sewer main will be relocated to be within the new roadway alignment. The Lathrop contract bid item included the water main construction in the amount of \$594,000 and sanitary sewer main construction in the amount of \$476,000. The original budget approved by Council included allocations of these amounts from the Water and Sewer Funds, respectively.

A portion of the construction costs for mobilization/demobilization and complying with general conditions and requirements on the Project can be attributed and applied to the Water and Sewer Funds to pay their fair share of these costs. Similarly, contingency for work performed on the sewer and water utilities should be set aside from those respective funds. Appropriations of \$136,000 from the Water Fund and \$104,000 from the Sewer Fund are requested for the shared costs and contingency. A temporary water bypass line was determined as being necessary after the commencement of construction due to its current alignment west of the former and new RAC facility. The cost of the temporary water bypass line was not included in the contract so the City anticipates a change order in the amount of \$210,000.

The Water Fund appropriation is requested to be adjusted from \$594,000 to \$940,000, an increase of \$346,000, to fund the temporary water bypass line, to pay its fair share of general construction costs and to provide construction contingency. The Sewer Fund appropriation is requested to be adjusted from \$476,000 to \$580,000, an increase of \$104,000, to pay its fair share of general construction costs and to provide contingency.

To provide improved access between the parking area near the former pool site, across City Park Way, and to the eastern portion of the park, certain pedestrian improvements like sidewalk, ramps and crossing markings are being proposed to be added. The Park In-Lieu Fund appropriation is requested to be adjusted from \$1,720,000 to \$1,830,000, and increase of \$110,000, to fund the sidewalk and pedestrian improvements at Desoto Road to provide permanent pedestrian improvements.

Should the City Council approve these requested adjustments to the Water, Sewer, and Park-In-Lieu Funds, the total Project budget will increase by \$560,000 from \$59,980,228 to \$60,540,228.

The discussion below is regarding consultant agreements and amendments including amounts. The Fiscal Impact section discusses the proposed plan for funding the amendments.

Group 4 Architecture Group 4 Architecture has two agreements for this Project, Phase I (Prepare Conceptual Design) and Phase II (Prepare Design and Construction Documents), approved by the City Council on December 12, 2017 and July 24, 2018, respectively. The total authorized amounts of the two agreements is \$5,839,288.

On June 8, 2021, the City Council approved the project budget which included a budget of \$6,484,371 for Group 4's cost, with an allowance to pay for additional services required to complete the CEQA and NEPA documentations and designs during the design phase. An agreement savings of \$8,898 was realized in Phase I, resulting in an agreement increase of \$624,401 for Phase I and II. A request to Council to execute the agreement amendment was deferred at that time so it is currently being requested.

After the start of construction and as shown in the table below, it was determined that additional services would be needed related to the building commissioning and permit conditions to perform biological and archaeological monitoring and reporting for an additional cost of \$121,661. Council is being requested to approve an additional \$121,661 to Group 4's agreement which brings the net additional agreement amendment to \$746,062 to Group 4's original agreement for a revised total agreement amount of not-to-exceed \$6,585,350. Therefore, the difference between what is needed for the total agreement amount of \$6,585,350 and what was budgeted of \$6,484,371 is \$100,979.

GROUP 4 ARCHITECTURE	Amount
Phase I – To Develop Conceptual Design	\$418,900.00
Phase II – To Develop Design and Construction Documents	\$5,420,388.00
Total Contract	\$5,839,288.00
Additional Services:	
<i>Permitting and Compliance</i>	
CEQA Related Expenditures (Phase II)	\$123,008.00
NEPA Related Expenditures (Phase II)	\$111,847.00
Commissioning and Construction Monitoring Requirements (Hazardous Material, Biological, and Archaeological, Phase III)	\$121,661.00
<i>Design Services</i>	
Design Changes	\$398,444.00
Phase I - Contract Savings	-\$8,898.00
Total Additional Services	\$746,062.00
Revised Total Contract Amount	\$6,585,350.00

The total agreement for Design Services represent approximately 11% of the total project budget.

Griffin Structures

Griffin Structures' agreement with the City is currently for an amount not-to-exceed \$929,000 to provide construction management services during the design and construction phases of the Project. The necessary permitting process and design changes to comply with CEQA and NEPA requirements extended the projected completion date from April 2023 to September 2023, which results in Griffin providing additional services through the completion of the Project. This \$350,000 additional cost will result in a revised total amended agreement amount not-to-exceed \$1,279,000. City Council had approved this budget for Griffin Structures at the time of construction contract award so no additional appropriation or budget adjustment is required for this agreement amendment. A request to Council to execute the agreement amendment was deferred at the time of construction award so it is currently being requested.

GRIFFIN STRUCTURES	Amount
Pre-Construction Phase (January 2019 to July 2020)	\$188,670.00
Construction Phase (August 2020 to March 2023)	\$740,330.00
Total Agreement	\$929,000.00
Additional Services:	
CM Support through Construction Completion (April 2023 to September 2023)	\$350,000.00
Total Additional Services	\$350,000.00
Revised Total Agreement Amount	\$1,279,000.00

The total agreement for Construction Management Services represent approximately 2.1% of the total project budget.

Good City Company

Good City Company provided planning and administration services during the design and construction document preparation phase (Phase II). Good City Company coordinated the preparation of NEPA and CEQA documents. Good City Company will continue to serve as the permit coordinator to monitor and ensure permit compliance through the construction phase of the Project (Phase III). Good City Company's services were budgeted \$110,515 in the original project budget; however, additional budget was required for the permit coordination and construction monitoring in the amount of \$39,485. Good City Company's services will total approximately \$150,000.

Audree V. Jones-Taylor

In support of the RAC project, the City retained Audree V. Jones-Taylor to provide provided project management services and development of a Business Plan for the facility. The cost for project management services totaled \$67,477.20. Funding for the business plan was provided by a separate grant reimbursement agreement with the San Bruno Community Foundation in the amount of \$60,000. Total costs for both services was \$127,477.20.

CPM Associates

The staff project management role has shifted during the various phases of the project starting with the City Manager's Office in 2017 with conceptual design (Phase I) and Community Services Department during design development (Phase II). Within those phases, staff had turned over and various assistance was retained due to the size and complexity of the Project, meaning that there had been at least five different City staff and an Interim Community Service Director managing the Project. The Project was transferred to the Public Works Department for this last Phase III for construction.

Due to limited staff resources available within the Public Works Department to manage a Project of the RAC magnitude and complexity, on July 21, 2021, the City issued an request for qualifications (RFQ) for professional services to provide project management support to serve as the City representative and project manager during the construction phase (Phase III). On August 4, 2021, seven firms with various levels of experience submitted their proposal and qualifications.

The City reviewed each proposal based on an evaluation of their experiences with public agencies, type and size of projects, availability, references, a comparison of each proposal, and an analysis of the hourly rates for the various disciplines required for comprehensive project management and construction coordination services. Based on this analysis, the City determined that CPM Associates, Inc., had the most relevant experience and were most highly qualified.

CPM Associates was provided an agreement for \$75,000 to immediately assist the City with project management support services. CPM Associates serves as the official Project Manager, monitors the Project budget and construction progress, and updates the RAC Advisory Committee, the San Bruno Community Foundation and the City Council. CPM Associates' services include day-to-day city staff construction coordination, reviewing progress payments and change orders, and coordinating cost with various funds, through the completion and occupancy of the facility.

With the ultimate goal of delivering this project to the community on time and on budget with no construction claims or disputes, and understanding that this project is technically complex, this work will require close coordination with all stakeholders including end users to be successful. The complexity of coordinating the intricate details and expected quality in constructing the building, street and utility work, including indoor/outdoor pool, foundation and framing system with all the plumbing, electrical, mechanical system and architectural finishes while maintaining code compliance and the goal to construct an efficiently-maintained facility can be challenging and overwhelming without appropriate staffing support to facilitate technical resolutions and decisions. Project management in constructing large projects, including facilities construction, is a specialized skill.

It is anticipated the creek, street and utility related work are to be performed concurrently with the building and pool is expected to demand attention from on-site

construction manager and project manager to timely facilitate of issues and resolution is critical in avoiding costly delay and minimizing public inconvenience.

Supporting the Project with a dedicated project manager and support staff to provide timely communication of issues and resolutions during construction will minimize the risk of paying costly delay claims and will allow the existing staff to remain focused on their multitude of other projects and responsibilities. The advanced project management support is needed on a temporary basis during construction.

The project management support is fundamentally different from the construction management support that Griffin is providing in the following ways.

Griffin Structures will be the City's Construction Manager and Contractor's primary field contact, oversee on-site operations, oversee compliance with project requirements and safety. Griffin Structures' responsibility will include validating construction change order cost, progress payment requests, and report challenges and propose resolutions to the City Project Manager. CPM Associates will be the City's Project Manager representing the City to stakeholders including consultants, Contractor, City staff, RAC Advisory Committee, Council members and the public. CPM Associates will oversee all phases of the project including schedule and budget. CPM Associates' primary responsibility is to properly communicate issues in a timely manner, recommend resolutions to the City, and coordinate the implementation of those resolutions with the Construction Manager and project consultants. CPM Associates' responsibility includes managing consultants' work and coordinating actions with City Departments and staff as well as recommending change order approval and progress payment request for payment.

CPM ASSOCIATES	Amount
Project Manager (September 2021 through December 2021)	\$75,000.00
Total Agreement	\$75,000.00
Additional Services:	
Project Manager (January 2022 through September 2023)	\$357,150.00
Project Management and Construction Coordination Support (January 2022 through September 2023)	\$503,100.00
Total Additional Services	\$860,250.00
Revised Total Agreement Amount	\$935,250.00

The total agreement for Project Management Services represent approximately 1.5% of the total project budget.

A summary of the agreement amendment amounts relative to the approved budget on June 8, 2021 is shown in the table below.

SUMMARY OF AGREEMENTS	Budget Impact Amount
------------------------------	-----------------------------

Group 4	\$100,979
Griffin Structures	\$0
Good City Company	\$34,845
CPM Associates	\$935,250
Revised Total Agreement Budget Impact	\$1,075,714

Project Savings

At the time of construction award, the various environmental permitting work and building commissioning were budgeted approximately \$82,500 and \$50,000, respectively. Of the \$82,500 environmental budget, a savings of \$63,200 is expected that can be utilized, along with the \$50,000 for building commissioning to fund Group 4's expanded services.

The City had budgeted \$375,000 for temporary space for the Community Services department. Of this amount, a savings of approximately \$275,000 is anticipated.

Budget Overage

A budget of \$373,573 was established at the time of construction award that was intended fund the various Fee, Administration, and Business Plan related costs such as CEQA filing fees, legal fees, permit application fees for CDFW, USACE, USFWS, and RWQCB, building permit plan check fee, green building fee, planning and entitlement services, business planning, and staff fees. Additional expenditures were incurred and applied to this budget such as traffic engineering review as part of CEQA, staff augmentation services, postage, mailer production, and Project bid advertising costs. Some of these costs date to the inception of the RAC project in 2017 for community engagement. The total costs of the fees and administration were underbudgeted and a total of \$765,000 is anticipated to be needed which staff propose is covered by the contingency.

Summary tables are provided in the Fiscal Impact section showing the original approved budget and the requested amended budget amounts.

FISCAL IMPACT:

The revised total cost for this Project, which is discussed above, is \$60,540,228 an increase of **\$560,000** from the June 8, 2021 City Council approved project budget. New appropriations from the Water Fund in the amount of \$346,000; Sewer Fund in the amount of \$104,000; and Park-In-Lieu Fund in the amount of \$110,000 is requested. Sufficient funds are available in these funds for the requested appropriations.

The following table summarizes the total Project costs and existing and proposed funding sources.

RAC PROJECT COSTS AND FUNDING SOURCES	Amount
Approved Project Cost (Including Contingency)	\$ 59,980,228

RAC PROJECT COSTS AND FUNDING SOURCES	Amount
Revised Project Cost (Including New Appropriations)	\$ 60,540,228
Additional Funds Requested (1)	\$ 560,000
Approved Funding Amounts and Sources (June 8, 2021)	
San Bruno Community Foundation Grant	\$ 50,000,000
Park-In-Lieu Fund	\$ 1,720,000
YouTube Community Benefit Payment (1400/1450 Bayhill)	\$ 4,500,000
PG&E Settlement Funds, Ex Partee Disclosures	\$ 1,000,000
Residual Funds from Crestmoor Neighborhood Rebuild Project	\$ 900,000
Water Fund	\$ 594,000
Sewer Fund	\$ 476,000
Measure A and Gas Tax Fund	\$ 750,000
City Art Fund	\$ 50,000
Funding Source Subtotal	\$ 59,990,000
(1) Additional Funds Requested From Various Funding Sources	
Water Fund (water bypass line, fair share construction costs and contingency)	\$ 346,000
Sewer Fund (fair share construction costs and contingency)	\$ 104,000
Park-In-Lieu Fund (permanent pedestrian improvements)	\$ 110,000
Total Additional Funds From Various Funding Sources	\$ 560,000

As detailed in the table below, the net budget needed to fund the various agreement amendments and Fees / Administration / Business Plan line items including project savings equals \$1,039,456. A contingency of 11.32% of construction costs was established for the Project. Staff proposes to utilize the project contingency to fund the budget need, which leaves a remaining project contingency of approximately 8.5%. This Project contingency level amount is reasonable for the overall project scope and cost for a large project. The water and sewer work have 15% contingencies for their respective work.

The updated total estimated Project costs and budget are as follows:

PROJECT BUDGET	6/8/2021 Approved Budget	Proposed Amended Budget	Requested Augmentatio n (Reduction)
Design (Group 4)	\$ 6,484,371	\$ 6,585,350	\$ 100,979
Environmental	\$ 82,500	\$ 19,300	(\$ 63,200)
Project Manager (CPM Associates)	\$ 0	\$ 432,150	\$ 432,150
Project Management and Construction Coordination Support (CPM Associates)	\$ 0	\$ 503,100	\$ 503,100
Project Management and Construction Management (Griffin Structures)	\$ 1,279,000	\$ 1,279,000	\$ 0
Geotechnical, T&I, Waterproofing, Commissioning Services	\$ 486,262	\$ 436,262	(\$ 50,000)
Construction Contract (Lathrop)	\$ 43,031,000	\$ 43,031,000	\$ 0
Contingency (10.9 to 8.5%)	\$ 4,687,046	\$ 3,647,590	(\$ 1,039,456)
Lara Field Parking Lot	\$ 1,61,953	\$ 1,161,953	\$ 0
Traffic signals, Sewer, Water, Sidewalk, CityNet Fiber	\$ 850,000	\$ 1,410,000	\$ 560,000
Temporary space during construction	\$ 375,000	\$ 100,000	(\$ 275,000)
Furniture Fixtures and Equipment	\$ 1,013,000	\$ 1,013,000	\$ 0
Electronic systems and special equipment	\$ 25,000	\$ 25,000	\$ 0
Utility company connection and services	\$ 131,523	\$ 131,523	\$ 0
Fees / Administration / Business Plan	\$ 373,573	\$ 765,000	\$ 391,427
Approximate Total Project Cost	\$ 59,980,228	\$ 60,540,228	\$ 560,000

Please note, the budget excludes the \$1,300,000 estimated cost to add Solar to the building as staff are exploring other potential funding options. At this time, there is not identified funding to finance the added cost to complete the solar system installation. Staff will seek grant funding and examine alternative financing models for the solar system, with the goal of amending the Project scope once funds are secured.

ENVIRONMENTAL IMPACT: There is no environmental impact.

RECOMMENDATION: Adopt the Following Resolutions Relating to the City of San Bruno Recreation and Aquatic Center Project:

- Approving a Project Budget Increase of \$560,000 to Adjust the Total Project Budget from \$59,980,228 to \$60,540,228;
 - Authorizing the City Manager to appropriate an additional \$346,000 from the Water Fund to fund Water related work and contingency for the project;
 - Authorizing the City Manager to appropriate an additional \$104,000 from the Sewer Fund to fund the Sewer related work and contingency for the project;
 - Authorize the City Manager to appropriate an additional \$110,000 of Park In-Lieu Funding to fund the additional permanent sidewalk improvement for the project;
- Appropriating Project Budget for the Following Agreements:
 - Good City to Provide Planning and Permit Compliance Services in an Amount Not to Exceed \$150,000;
 - Audrey V. Jones-Taylor to Provide Project Management and Business Plan Services in an Amount Not to Exceed \$127,500;
 - In addition, Authorizing the City Manager to Amend Various Agreements:
 - Group 4 Architects to Provide Design Support through the Construction Phase in the Amount of \$746,062 for a Total Agreement Amount Not to Exceed \$6,585,350;
 - Griffin Structures Inc., to Provide Construction Management Services in the Amount of \$350,000 for a Total Agreement Amount Not to Exceed \$1,279,000;
 - CPM Associates Inc., to Provide Project Management and Construction Coordination Support in the Amount of \$860,250 for a Total Agreement Amount Not to Exceed \$935,250; and
- Authorizing Utilization of \$1,039,456 of Construction Contingency to Fund the Project Soft Costs

ALTERNATIVES:

1. Do not authorize the appropriations from the Water and Sewer Funds and utilize other fund sources within the existing budget for water and sewer related contingency. Do not authorize the appropriations from the Park-In-Lieu Fund to either construct permanent pedestrian improvements or utilize contingency to construct the pedestrian improvements.
2. Do not authorize adjustment of the \$1,039,456 from the contingency in full or part and amend consultant agreements to reduce scope. This action will require staff to return to City Council to approve additional funds and amend the consultant agreements in order to complete the project, which may cause delay to the completion of the project. The City will also be challenged in staffing the construction support and responding to design questions, which could also cause delays and unintended complications and costs from the loss of expertise.

3. Authorize funding the \$1,039,456 from additional appropriations to fully fund the consultant agreements.

ATTACHMENTS:

1. Resolution
2. Project Location Map
3. 2021-22 CIP Budget Sheets

RESOLUTION NO. 2022- ____

RESOLUTION

- **APPROVING A PROJECT BUDGET INCREASE OF \$560,000 TO ADJUST THE TOTAL PROJECT BUDGET FROM \$59,980,228 TO \$60,540,228;**
 - **AUTHORIZING THE CITY MANAGER TO APPROPRIATE AN ADDITIONAL \$346,000 FROM THE WATER FUND TO FUND WATER RELATED WORK AND CONTINGENCY FOR THE PROJECT;**
 - **AUTHORIZING THE CITY MANAGER TO APPROPRIATE AN ADDITIONAL \$104,000 FROM THE SEWER FUND TO FUND THE SEWER RELATED WORK AND CONTINGENCY FOR THE PROJECT;**
 - **AUTHORIZE THE CITY MANAGER TO APPROPRIATE AN ADDITIONAL \$110,000 OF PARK IN-LIEU FUNDING TO FUND THE ADDITIONAL PERMANENT SIDEWALK IMPROVEMENT FOR THE PROJECT;**
- **APPROPRIATING PROJECT BUDGET FOR THE FOLLOWING AGREEMENTS:**
 - **GOOD CITY TO PROVIDE PLANNING AND PERMIT COMPLIANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$150,000;**
 - **AUDREY V. JONES-TAYLOR TO PROVIDE PROJECT MANAGEMENT AND BUSINESS PLAN SERVICES IN AN AMOUNT NOT TO EXCEED \$127,500;**
 - **IN ADDITION, AUTHORIZING THE CITY MANAGER TO AMEND VARIOUS AGREEMENTS:**
 - **GROUP 4 ARCHITECTS TO PROVIDE DESIGN SUPPORT THROUGH THE CONSTRUCTION PHASE IN THE AMOUNT OF \$746,062 FOR A TOTAL AGREEMENT AMOUNT NOT TO EXCEED \$6,585,350;**
 - **GRIFFIN STRUCTURES INC., TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES IN THE AMOUNT OF \$350,000 FOR A TOTAL AGREEMENT AMOUNT NOT TO EXCEED \$1,279,000;**
 - **CPM ASSOCIATES INC., TO PROVIDE PROJECT MANAGEMENT AND CONSTRUCTION COORDINATION SUPPORT IN THE AMOUNT OF \$860,250 FOR A TOTAL AGREEMENT AMOUNT NOT TO EXCEED \$935,250; AND**
- **AUTHORIZING UTILIZATION OF \$1,039,456 OF CONSTRUCTION CONTINGENCY TO FUND THE PROJECT SOFT COSTS**

WHEREAS, in 2015, the San Bruno Community Foundation conducted a broad-based Community Listening Campaign to identify the community's priorities for use of the restitution funds received following the 2010 PG&E gas pipeline explosion in San Bruno's Crestmoor neighborhood; and

WHEREAS, the new Recreation and Aquatics Center Project (Project) is planned as a single project to be located in San Bruno City Park, 251 City Park Way, in the same general area as the existing Veterans Memorial Recreation Center; and

WHEREAS, on December 12, 2017, the City Council approved a contract with Group 4 Architecture Research and Planning, Inc. for the development of the conceptual

design of the new community facility, and on July 24, 2018 the development of the design and construction documents; and

WHEREAS, the City Council approved an agreement with Griffin Structures in March 2019 to provide comprehensive project and construction management services to manage the design and construction phases of the Project; and

WHEREAS, the City Council approved the award of construction contract to Lathrop Construction, Inc. on June 8, 2021 in an amount not to exceed \$43,031,000 with a contingency of \$4,687,046 and approved the total Project budget of \$59,980,228; and

WHEREAS, the construction notice-to-proceed was issued on September 7, 2021; and

WHEREAS, scope of the Project includes realigning City Park Way, which requires realignment of the water and sewer main; and

WHEREAS, Water and Sewer Funds were allocated to the Project construction budget but can also be paid for their fair share of mobilization/demobilization and general condition compliance costs and contingency in the amounts of \$136,000 and \$104,000, respectively; and

WHEREAS, a temporary water bypass line was required during construction but was not included in the original design or bid, and is estimated to cost approximately \$210,000 and is an eligible expense of Water Fund funding; and

WHEREAS, permanent pedestrian improvements were desired between the parking area near the former pool site, across City Park Way, and to the eastern portion of the park but scope was not included in the original design or bid, and is estimated to cost approximately \$110,000 and is an eligible expense of Park-In-Lieu Fund funding; and

WHEREAS, sufficient funds are available in the Water Fund for the requested appropriation of \$346,000, sufficient funds are available in the Sewer Fund for the requested appropriation of \$104,000, and sufficient funds are available in the Park-In-Lieu Fund for the requested appropriation of \$110,000; and

WHEREAS, Group 4 Architecture has two agreements with total authorized amount of \$5,839,288; and

WHEREAS, Group 4 requires an increase in budget of \$746,062 for environmental documentation, building commissioning and monitoring assistance related to permit conditions services, for a total revised agreement amount not-to-exceed \$6,585,350; and

WHEREAS, Griffin Structures has an agreement with total authorized amount of \$929,000; and

WHEREAS, Griffin Structures requires an increase in budget of \$350,000 in order to provide construction managements services through the end of the construction phase, for a total revised agreement amount not-to-exceed \$1,279,000; and

WHEREAS, Good City Company provided planning and administration services and coordinated the preparation of environmental documents during the design and construction document preparation phase, and will continue to serve as the permit coordinator to monitor and ensure permit compliance through the construction phase; and

WHEREAS, Good City Company's services total approximately \$150,000; and

WHEREAS, Audree V. Jones-Taylor provided project management services and developed a business plan for the Recreation and Aquatic Center; and

WHEREAS, Audree V. Jones-Taylor's services total approximately \$127,500; and

WHEREAS, CPM Associates has an agreement executed in September 2021 for an amount not-to-exceed \$75,000 to provide project management and construction coordination support; and

WHEREAS, CPM Associates requires an increase in budget of \$860,250 in order to continue to provide project management and construction coordination support through the end of the construction phase for a total revised agreement amount not-to-exceed \$935,250; and

WHEREAS, the Project experienced some savings and budget exceedances that in combination with the requested increases of various agreement amendments will require \$1,039,456 of soft costs to be funded, not including the requested Water, Sewer, and Park-In-Lieu appropriations; and

WHEREAS, the approved Project contingency was \$4,687,046 and is sufficient to fund the needed amount of \$1,039,456.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby:

- Approves a Project Budget Increase of \$560,000 to Adjust the Total Project Budget from \$59,980,228 to \$60,540,228;
 - Authorizes the City Manager to appropriate an additional \$346,000 from the Water Fund to fund Water related work and contingency for the project;
 - Authorizing the City Manager to appropriate an additional \$104,000 from the Sewer Fund to fund the Sewer related work and contingency for the project;
 - Authorize the City Manager to appropriate an additional \$110,000 of Park In-Lieu Funding to fund the additional permanent sidewalk improvement for the project;
- Appropriating Project Budget for the Following Agreements:
 - Good City to Provide Planning and Permit Compliance Services in an Amount Not to Exceed \$150,000;
 - Audrey V. Jones-Taylor to Provide Project Management and Business Plan Services in an Amount Not to Exceed \$127,500;
 - In addition, Authorizes the City Manager to Amend Various Agreements:
 - Group 4 Architects to Provide Design Support through the Construction Phase in the Amount of \$746,062 for a Total Agreement Amount Not to Exceed \$6,585,350;

- Griffin Structures Inc., to Provide Construction Management Services in the Amount of \$350,000 for a Total Agreement Amount Not to Exceed \$1,279,000;
- CPM Associates Inc., to Provide Project Management and Construction Coordination Support in the Amount of \$860,250 for a Total Agreement Amount Not to Exceed \$935,250; and
- Authorizes Utilization of \$1,039,456 of Construction Contingency to Fund the Project Soft Costs

Dated: February 8, 2022

-o0o-

I, Melissa Thurman, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 8th day of February 2022 by the following vote:

AYES:	Councilmembers:	_____
NOES:	Councilmembers	_____
ABSENT:	Councilmembers:	_____

ATTEST:

 Melissa Thurman, MMC
 City Clerk

ATTACHMENT 3 - CAPITAL IMPROVEMENT BUDGET SHEETS

Facilities

Facilities

Recreation & Aquatic Center

PROJECT #: 51009

Total Project Budget: \$ 59,190,000

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
San Bruno Community Foundation	25,500,000	17,844,146	8,811,032	26,655,178	15,688,968	-	-	-	42,344,146
Park-In-Lieu	-	-	-	-	-	1,720,000	-	-	1,720,000
YouTube Community Benefits	-	-	-	-	1,920,348	2,095,652	-	-	4,016,000
PG&E Settlement Funds, Ex Partee Disclosures	-	-	-	-	1,000,000	-	-	-	1,000,000
Crestmoor Project Remaining Balance	-	-	-	-	900,000	-	-	-	900,000
Water	-	-	-	-	636,000	-	-	-	636,000
Wastewater	-	-	-	-	868,000	-	-	-	868,000
City Art	-	-	-	-	-	50,000	-	-	50,000
Total	\$ 25,500,000	\$ 17,844,146	\$ 8,811,032	\$ 26,655,178	\$ 21,013,316	\$ 3,865,652	\$ -	\$ -	\$ 51,534,146

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Phase 1: Design	\$ 500,000	\$ 83,894	\$ -	\$ 83,894	\$ -	\$ -	\$ -	\$ -	\$ 83,894
Phase 2: Schematic Design & Construction	15,636,562	9,463,144	1,854,843	11,317,987	-	-	-	-	11,317,987
Phase 3: Construction	8,363,438	7,310,506	6,956,189	14,266,695	21,013,316	3,865,652	-	-	39,145,663
FF&E	-	-	-	-	-	-	-	-	-
Testing & Inspections	-	-	-	-	-	-	-	-	-
Tom Lara Field Parking Lot	1,000,000	986,602	-	986,602	-	-	-	-	986,602
Total	\$ 25,500,000	\$ 17,844,146	\$ 8,811,032	\$ 26,655,178	\$ 21,013,316	\$ 3,865,652	\$ -	\$ -	\$ 51,534,146

Project Description: In 2013, the San Bruno Community Foundation was created by the San Bruno City Council to manage a restitution settlement from Pacific Gas and Electric Company (PG&E) following the 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. Following a broad board community input process to elicit recommendation from the public and community representatives on how to prioritize the settlement funds, the City Council authorized the design and construction of a combined aquatic and recreation center complex.

This new facility will allow for expanded services, space and opportunities for the San Bruno community. The swimming pool will be expanded to a year-round program from the current seasonal availability and will provide additional rental opportunities. The Recreation Center will provide a large community event room, expanded group and individual exercise opportunities, classroom and enrichment space, a divisible gymnasium, and indoor walking track.

Construction is anticipated to start in Fall 2021.

Project Details

Initial Funding Year	FY2017-18
Target Completion Year	FY2023-24
Expended as of June 30, 2020	\$ 7,655,854



ATTACHMENT 3 - CAPITAL IMPROVEMENT BUDGET SHEETS

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Oak and Crystal Springs Road

PROJECT #: 60033

Total Project Budget: \$ 800,000

DEPARTMENT: Public Works		FY2021-22								Total FY2022-26 Budget
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26		
Measure A	-	-	225,000	225,000	-	-	-	-		225,000
Measure G	-	-	575,000	575,000	-	-	-	-		575,000
Total	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26		FY2022-26 Budget
Design	-	-	200,000	200,000	-	-	-	-		200,000
Construction	-	-	600,000	600,000	-	-	-	-		600,000
Total	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000

Project Description: One of the CEQA mitigation measures for the Recreation & Aquatics Center (RAC) Project required the intersection of Oak and Crystal Springs Road to be signalized as recommended in the traffic impact analysis completed for the RAC Project.

Currently, the existing intersection has an all way stop control. The proposed project will remove the stop signs and replace with signalized intersection. The project aims to improve traffic circulation while providing safer pedestrian crossings.

The design and construction is anticipated to be completed in FY2021-22.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ -

ATTACHMENT 2 - LOCATION MAP

